



# Whittier Christian Early Education Program

2009-2010

## Program Handbook

Newlin PS #198006855

Maybrook PS #198006854

Whittier Christian Early Education campuses meet the requirements for accreditation by the Association of Christian Schools International and state licensing.

# Whittier Christian Early Education 2009-2010 Program Handbook

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## Welcome to Whittier Christian Early Education Program

Welcome to Whittier Christian Early Education Program. We're glad that you are a part of our family. Whittier Christian Early Education Program exists for several reasons. First and foremost, we're here to introduce little children to Jesus in an atmosphere that is warm, loving, fun and instructional.

WCS Early Education Program has grown from a sincere love for children and our commitment to help families raise their children to be ones who love the Lord and are prepared educationally, emotionally, socially, and spiritually to meet the challenges that are ahead of them.

We believe that our schools provide an environment that is safe and conducive to good health and where children can work, play and learn together while being guided toward a happy, wholesome development.

Clear communication is one of the keys to a successful school program. This Handbook contains specific information and requirements set forth by Whittier Christian Preschool and the State of California. **After reading it, please sign the Handbook Verification Form stating that you have received, read, and understood this information.** This verification will be kept in your child's file and must be completed by the time of his/her enrollment at the school. Signature of receipt of the information contained in this booklet is required by the State of California.

This Handbook is designed as a handy reference for you and is not intended to address every facet of the Preschool experience. We suggest you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please contact your child's teacher or the Director.

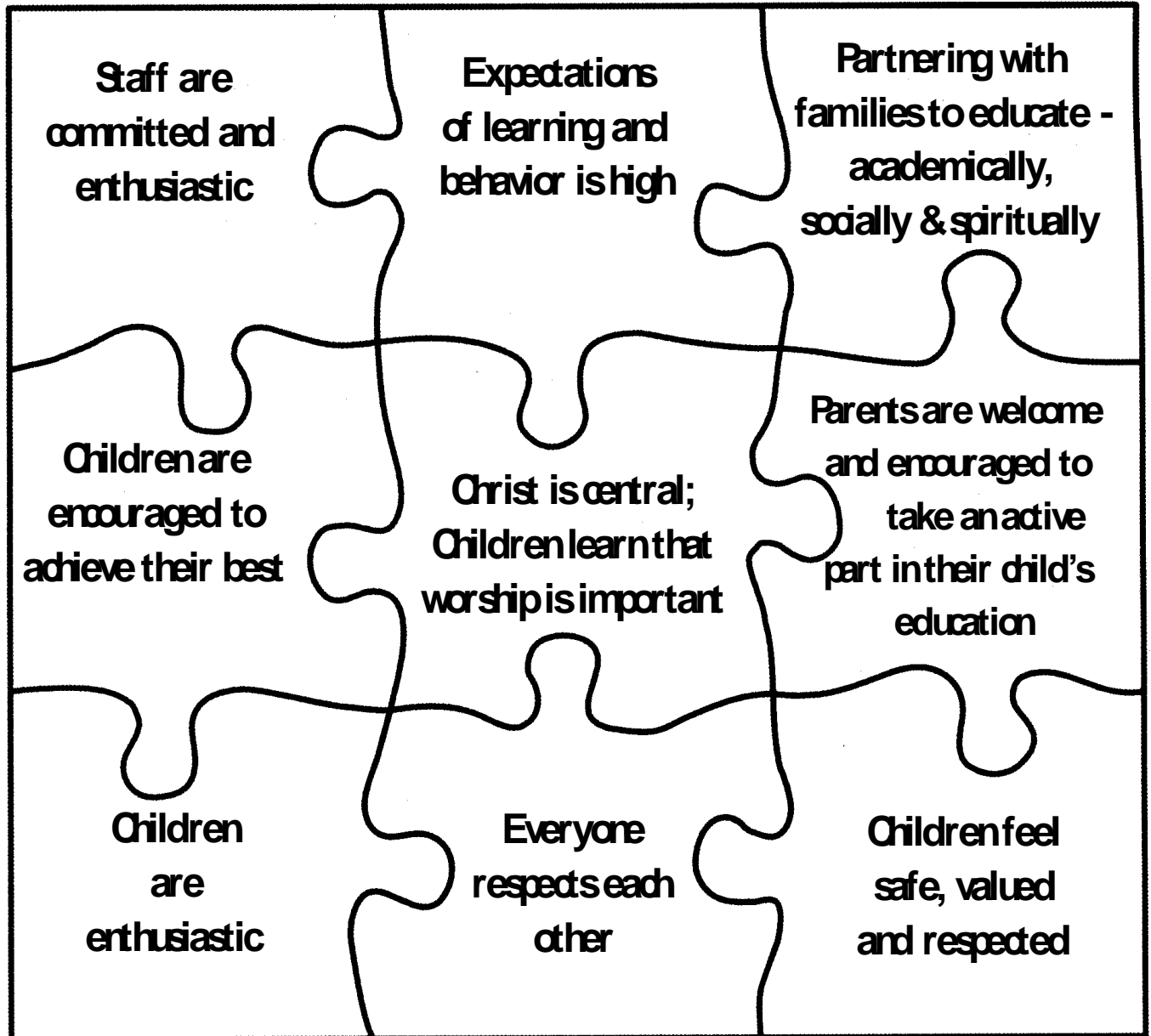
Again, let's have a great year together. Enjoy watching your child grow, learn and develop into a thing of wonder!

## Whittier Christian Schools' Early Education Program is a place where...

- ...Christ is central; children learn that worship is important
- ...the children are enthusiastic
- ...everyone respects each other
- ...children feel safe, valued and respected
- ...children are encouraged to achieve their best
- ...expectations for learning and behavior are high
- ...staff are committed and enthusiastic
- ...parents are welcomed and encouraged to take an active part in their children's education

## Whittier Christian Early Education Program's Ethos

Whittier Christian Preschool is a place where all the pieces fit together...



We believe that all children, parents, teachers and leadership contribute to our school's environment and culture (ethos) – making our Early Education Program a caring, learning community. Our desire is to partner with families in raising their young children in a Christ-centered atmosphere.

## **Our Educational Philosophy**

Whittier Christian's Early Education Program understands that the Preschool experience is not mandatory for success in Kindergarten and primary grades. However, we view our school ministry as a service to the families and children of our community who desire quality Christian childcare and academic enrichment for their children ages 2 - 5 years.

We believe that each child should be encouraged to progress at his own rate of speed toward enriched experiences, self-discipline and the ability to make good choices. Our aim is to provide an education that develops the whole person in each child by providing an educational experience of lasting value with biblical values and principles woven throughout.

Whittier Christian Early Education Program is designed to enhance a child's spiritual, mental, social and physical development. It is our goal to provide each child with an environment that will allow them to develop in all these areas. *"And Jesus grew in wisdom and stature, and in favor with God and men."* Luke 2:52

All teaching is CHRIST-CENTERED. God is central to our educational approach at Whittier Christian Schools. We believe the purpose of the school is to teach truth and the skills a child needs to discover and understand truth. God claims himself to be truth: *"I am the way, the truth and the life..."* John 14:6. Our school seeks to teach truth and so must focus on God who is the essence of Truth. Our students will understand who God is, what He desires for each person, what He says about the world around us, and how we can know Him.

We believe the Bible is a most precise revelation of God's truth and must be central to our teaching. All truth discovered must be consistent with God's Word.

## **Church - School - Family Relationship**

We believe God has charged parents with the primary responsibility for the care, education and religious training of their child, which cannot be delegated to others. *"Train up children in the way they should go, and when they are old they will not depart from it"* Proverbs 22:6. Their charge is to bring their children up in the *"discipline and instruction of the Lord"* as described in the Bible in Ephesians 6:4-9. The role of the school is to compliment the training with an emphasis on the need for a personal relationship with Christ and involvement in a local church.

Your support is essential to the success of our school and vital for your child's self-esteem. We take this relationship and responsibility seriously and expect the same level of support from you through the year for classroom and school events.

We believe each child should evidence growth in every area of his or her life - spiritual, academic, social, emotional and physical. We believe a structured, disciplined environment is most successful in helping us reach this goal.

We believe that the one who will be teaching a child must themselves be teachable, a student of the Truth. The teacher must have formal training to teach and must understand the needs of the age he or she will be teaching. The teacher must evidence an ability to communicate effectively to boys and girls. The teacher must love and enjoy children.

Whittier Christian Schools is a system of multiple campuses including two Preschool campuses, two Elementary campuses, a Junior High campus, and a satellite program for homeschooling. Whittier Christian Schools, a ministry of Calvary Baptist Church, began in 1947 as part of the church's educational ministry.

# Home-School Agreement

## AS AN EARLY EDUCATION PROGRAM, WE WILL:

- Provide a safe and caring environment
- Be clear and consistent in all we do
- Provide a broad and balanced curriculum to develop the whole child
- Acknowledge that each and every child is a unique individual created by God
- Have clear aims and learning objectives for all children, to ensure that each of them achieves their best
- Inform parents and caregivers at an early stage of any concerns we may have regarding a child's learning or behaviors
- Ensure that we are available, by prior arrangement, to discuss progress, behavior or any concerns that you might have about your child
- Provide a consistent Biblical foundation for all teaching, striving to communicate God's love and His desire for an intimate relationship with each child and their family

## AS THE PARENT OF A CHILD ATTENDING WHITTIER CHRISTIAN'S EARLY EDUCATION PROGRAM, WE EXPECT THAT YOU WILL:

- Support the school's ethos, policies and procedures
- Ensure that your child attends school regularly
- Ensure that your child is at school on time (before 8:45 a.m.)
- Let the school know the reason for your child's absence
- Let the school know about any problems that might affect your child's learning or behavior
- Encourage and support your child in the completion of his/her *schoolwork* and home reinforcement activities
- Make every effort to attend meetings and events, showing your child a desire to participate in their education
- Encourage your child to obey the teachers, rules and play safely, with pride in their actions and learning
- Cooperate with the school in the guidance and discipline of your child

## Our Program Philosophy

Whittier Christian Early Education Program is designed to enhance your child's spiritual, mental, social, and physical development. We keep our program flexible so that the individual needs may be met, and each child can progress at their own rate of speed. All teaching is CHRIST-CENTERED.

There will be an adequate number of qualified teachers at all times during the hours the school is in operation (7 a.m. - 6 p.m.). The teachers will strive to provide a Christian atmosphere of love that comes from their own personal relationship to Christ, along with a developmentally sound curriculum.

The program consists of both indoor and outdoor activities, alternating active and quiet play and learning time with snack and rest time. Classes will explore music, science, cooking, Bible stories and verses, as well as letters, numbers, colors, shapes and so much more. There will be rest and nutrition breaks during the day.



Whittier Christian Preschool is licensed by the State Department of Social Services, and its license is contingent upon continued conformity to the requirements set forth by law.

## Intended Goals for Parents and Families

*Through the ministry of Whittier Christian's Early Education program, parents will come to know...*

- God's plan for the family and for children is that parents are the primary educators of their children.
- We desire that parents know the importance of providing a quality early education for their children.
- Parents will come to understand the partnership relationship that WCS Early Education program desires to establish in order to provide the greatest benefit for every child, to grow up in the "*discipline and instruction of the Lord*" (Ephesians 6:4).
- Parents will understand the importance of providing continuing Christian education for their child into elementary school, secondary education and beyond.

## Intended Goals for WCS' Early Education Program

The purpose of Whittier Christian's Early Education program is *to partner with families to educate young children academically, socially and spiritually in a Christ-centered atmosphere*. Additionally, our goal is to nurture and challenge children to develop socially/emotionally, physically and cognitively, and to prepare children and their families for the coming years of formal schooling.

### SPIRITUALLY

Children will...

Understand that God is a loving God

Understand that Jesus is God's Son

Know that Jesus wants to initiate a personal relationship with each person, child and adult alike

Understand that the Bible is a special book

Understand that the Bible is God's Word

Know that the Bible is truth (stories are fact, not make-believe)

Comprehend that Bible truths share character lessons

Use prayer to express their thoughts and needs to God

Understand that prayer is talking to God

Know that they can ask for His help to care for them

Know that they can ask for His help in being kind and thoughtful to others

Be free to talk with others about God, Jesus and the Bible

Talk about spiritual things as "real"

Speak spontaneously about things of God

Develop a desire to attend church

Have a growing interest in learning about God

Understand that church is a welcoming, safe environment

Know God created the world

Enjoy and experience direct interaction with nature

Know that God wants each of us to care for the world

Enjoy the journey from curiosity to completion of a project, knowing that God delights in our work

Take pride in their work.

Have a positive attitude about involvement in projects

## SOCIAL/EMOTIONAL

Children will...

### Enjoy and initiate friendships with a variety of individuals

Develop friendship with others who are different from them in race, age, gender and abilities

Value relationships with family and friends

Develop what it means to obey and thus please God, parents and teacher

Benefit from feeling included in the classroom environment emotionally and socially, as they develop and display their God-given talents and abilities

### Learn how to share

Learn that sharing is appropriate, pleases God, others, and themselves

Begin to share their discoveries and ideas with family and friends

Share toys and other items in play

### Learn to show empathy and kindness

Begin to understand that everyone has feelings – joy and disappointment

Begin to understand that their choices and actions affect other's feelings and emotions

Begin to learn how to empathize with others in need of care

### Learn self-control

Begin to show control of their person, emotions, and actions

Evidence a choice to act appropriately, even outside the presence of an adult

### Be comfortable participating in group activities

Show the ability to enjoy peer-to-peer activities

Able to enjoy teacher / child interaction

Build an increasing ability to be on task regardless of the task

Use words appropriately in group and individual settings

### Learn how to use words to communicate

See appropriate use of language for communication modeled by teachers

Use receptive and expressive language

Appropriately express emotions – positive and negative feelings

Learn to use language and communication skills for conflict resolution

Use language to share victories and accomplishments as well as struggles

### Build confidence through increased competencies

See increased confidence, pleasure and success in self-initiated activities

Gain new abilities through self-discovery in age-appropriate activities

Build proficiency (mastery) of skills through positive reinforcement from teacher

## PHYSICAL

Children will...

*Understand that their body is God's creation.*

### Learn how to care for themselves to have healthy bodies

Begin to learn about healthy eating and proper nutrition

Choose to be active and healthy

### Develop and hone gross motor skills of balance, movement and coordination

Delight in activities that strengthen and develop their abilities

Readily participate in music and movement activities provided in the school day

Readily participate in motor development class time without hesitation

Develop and hone fine motor skills

Begin to build dexterity and confidence in fine motor use

Build age-appropriate proficiency in detail and fine motor activities without frustration

COGNITIVE

Children will...

*Be able to participate with others in activities for learning, creating, investigating, exploring, observing, reasoning, questing, investigating and do this in a rich, classroom environment*

Enjoy creative expression

Use multiple intelligences that are God-given

Creatively express themselves through a variety of mediums in the classroom environment

Experience the touch and feel in art and creative play

Enjoy music as a way to express themselves and praise the Lord

Learn to create stories and imaginatively express their thoughts

Participate in imaginative play in dramatic play experiences

Use their creativity and their language to problem solve with their peers

NUMERACY

Experience math through number concepts, vocabulary, and teacher directed activities

Participate in age-appropriate counting, sorting, and comparing skill activities

Work on numeracy issues that prepare children for formal schooling

Language and Literacy

Develop an understanding of how language is used and experience communication

Learn the basic concepts of literacy as a base for language and its use

Participate in receptive language activities

Use expressive language to communicate ideas and thoughts

Develop a love for books, a thirst for learning to read, and an awareness of the printed word

Experience adventure, imagination, and creativity through literacy

Have a variety of experiences that show the Bible as the best literature, filled with *Truth*, different from stories and fables, and meant to guide their lives

Recognize emergent literacy and provide pre-writing activities to develop it

Be comfortable holding and writing with a pencil

Be able to write their name, alphabet letters and age-appropriate “journaling” experiences

Understand print carries meaning, letter groupings make words, etc.

Recognize letters have sounds and names

Begin to hear letter sounds in words and rhymes

Become phonemically aware through associated classroom activities

Based on ACSI IIEDC (2003)

## What We Believe and Teach

The following doctrines are held as the essential or functional teachings of the Scriptures and those to which this church and school adheres as the basic principles of faith. They are **the basis for instruction of your child.**

Scriptures: We believe the Scriptures of the Old and New Testaments were verbally inspired by God, the Holy Spirit, are completely inerrant in the original writings, and serve as supreme and final authority in faith and life. *II Timothy 3:16, 17; II Peter 1:20 & 21.*

God: We believe there is one God, and only one, who is self-existent, eternal, and infinite in every excellence, and who has revealed Himself as a triune God; Father, Son, and Holy Spirit, the same in essence, though distinct in personality. *Deuteronomy 6:4; Isaiah 45:21-22; Jeremiah 10:10; Matthew 28:19; John 1:1-13; 14:26; 15:26; I Corinthians 3:16; 12:11; I Timothy 3:16.*

Jesus Christ: We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in His life, true God and true man, who came into the world to save men from the guilt and condemnation of sin, dying on a cross, offering His blood as an atonement and making it available to all who exercise faith in Him. We believe in His bodily resurrection, His ascension and visible return to the world according to His promise. *Matthew 26:28; Luke 1:26-35; John 1:14-29; 3:14-16; 6:35; Acts 1:11; 4:12; 16:31; Romans 3:20-26; 8:1; I Corinthians 15; Titus 2:13-14; Hebrews 9:11-15.*

Holy Spirit: We believe in the Holy Spirit, the third person of the Godhead. God the Holy Spirit shared in the creation of the universe, is responsible for the Scriptures, and at the present time He convicts or reproves the world of sin, righteousness and judgment. In respect to the believer, He is the agent of the new birth; He seals, baptizes, infills, teaches, sanctifies and comforts, those who believe in Jesus Christ. *Genesis 1:1-2; John 3:5, 16:8-11; Romans 8:1-27; I Corinthians 12:13; II Corinthians 1:22; Hebrews 9:13; II Peter 1:21.*

Man: We believe that man was originally created in the image of God, but through Adam's voluntary disobedience to God's commands, fell from his innocent and holy state. In consequence, we have received from Adam, a fallen nature which has been transmitted to the entire human race. All persons are born with a sinful nature and are constrained to choose to obey Satan. Therefore, they are sinners under the judgment of God being condemned without defense or excuse. *Genesis 3:1-6, 24; Romans 1:18-32; 5:12, 10-19; Ephesians 2:1-3.*

We believe all people stand in need of the Savior, who alone can address their spiritually dead condition. We believe those who repent of sin and trust the Lord Jesus Christ as Savior are regenerated by the Holy Spirit and reconciled to God. We believe genuine saving faith should, and will be, evidenced by a life of faith expressed through obedience to the Word and righteous living, good works and proper social concern. *John 14:1-6; Romans 1:16-17; Titus 3:3-7; 2 Corinthians 5:17-21.*

We believe that righteous living includes adherence to the establishment of marriage by God as a lifelong covenantal relationship between one man and one woman. We believe marriage is the only permissible context for intimate sexual expression and is the foundation for the human family. We believe in the sanctity of human life, which has value in God's sight from the beginning, at conception, until death, when our spirit returns to God who gave it. *Genesis 2:24, 25; Matthew 19:4, 5; Romans 7:2; I Corinthians 7:1-9; Jeremiah 1:5; Psalm 139:13-15; Psalm 51; Ecclesiastes 12:7.*

Salvation: We believe that because of the universal depravity and spiritual death of man, there is only one way of salvation of man, this being through repentance for sins, and trust in Jesus Christ as personal an all-sufficient Savior. *Acts 2:38; Romans 4:4, 5:1, 10:9-10; Ephesians 1:17, 2:8-9; Hebrews 7:25.*

Grace: We believe that God through His grace desires the salvation of all men. These desires are made effectual by the giving of His Son, and in the constraining and regenerating work of the Holy Spirit upon all who sincerely believe in Christ. But these purposes do not nullify the freedom of man's will, nor render inoperative the proclamation of the Gospel to all. *John 1:12-13, 3:6-8, 5:39-40, 6:44, 16:7-11; Romans 10:13-16; Ephesians 1:4, 2:8-10; Philippians 2:12-13; James 1:18; I Peter 1:2.*

Security of the Believer: We believe that nothing can separate true believers from the love of God; but they are "kept by the power of God, through faith, unto salvation," the sure proof of this being their patient continuance and progress in righteousness and true holiness. *Matthew 24:13; John 10:27-29; Romans 8:35-39; Hebrews 3:14; I Peter 1:5; II Peter 1:3-4.*

Ordinances: We believe that Christ left two ordinances for the church: Believer's Baptism and the Lord's Supper. Believer's Baptism is the immersion of the believer in water in obedience to Christ's command, to show forth in a serious and meaningful way this testimony of personal faith in and identification with the crucified, buried and risen Savior. Baptism is a prerequisite for the privileges of a church relation. We believe that the Lord's Supper is the commemoration of His death until He comes, and should be preceded always by serious self-examination. *Matthew 3:16; John 3:23; Acts 8:26-39; Romans 6:3-5; I Corinthians 11:23-28; Colossians 2:12.*

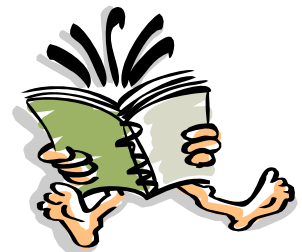
Church: We believe the Church is a living spiritual body of which Christ is the head and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed on a credible confession of faith, and associated for worship, instruction, work and fellowship. We believe that these local churches were committed, for perpetual observance, the ordinances of Baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world their need for acceptance of Jesus Christ as Savior, and the enthroning of Him as Lord and Master. *Matthew 16:18; Acts 2:41-42; 15:13-18; 20:17-28; I Corinthians 11:2; Ephesians 1:22-23; 4:11; 5:23-24; Colossians 1:18.*

Future Things: We believe in the imminent, personal, pre-millennial return of our Lord and Savior, Jesus Christ. We believe there will be a resurrection of the just and the unjust – the just for blessedness and reward, the unjust for judgment and eternal doom. *Acts 1:11; I Thessalonians 4:13-18; Titus 2:13,14; Hebrew 9:27; Daniel 12:2; Matthew 25:31-46; Luke 16:19-26; 20:35-38; John 5:28,29; Acts 24:15; I Corinthians 15:22-24, 42-58; II Corinthians 5:8-10; Revelations 20:11-15.*

Civil Government: We believe that the civil government is of divine appointment for the interests and good order of human society; and magistrates are to be prayed for, conscientiously honored, and obeyed, except only in things opposed to the Scriptures and the will of Christ, who is the only Lord of the conscience, and King of Kings and Lord of Lords. *Matthew 22:21; Acts 4:18-20; 5:29; Romans 13:17; I Timothy 2:1-2.*

## Admission Policies

We believe that each child is a unique and special gift from God. We understand that it is a special privilege to participate with families in the development of their child. We desire to form a partnership that will best assist the child in developing academically, socially, spiritually, and emotionally in a safe, loving, stimulating environment.



Whittier Christian Preschools operates on a nondiscriminatory basis, providing equal treatment and access to services without regard to race, color, national origin or ancestry.

It is our desire to be available to parents' questions and concerns. Parents are encouraged to visit the school at any time. We ask that you be sensitive to not disrupting your child's class or, by your presence, distracting from your child's involvement. We want the best for all children in our schools. When visiting the preschool for any reason, please *check in* at the office before going to a classroom.

Preschool enrollment is open to any child age 2 – 5 years who is *fully* potty trained. Children are not to be sent to school in pull-ups or other such diapers. Each child should be ready for the type of group experience that the Early Education program has to offer.

If you must withdraw during the school year, a refund for any unused portion of that month will be issued if advance notice of 2 weeks is provided of withdrawal. No refund is given for individual days absent. If absence is prolonged, refund may be considered on a case-by-case basis.

Parents should be aware that under the condition of a major discipline problem or disagreement with the policies or practices of the school, a child may be withdrawn from the school upon a joint conference of the parent, teacher, Director and Administrator.

## Admission Procedures

Tuition is based on a monthly fee. There is a *\$150 non-refundable one-time registration fee per child*. This application fee will hold your child's space for placement on a first come, first served basis for enrollment.

All parents who are interested in our school are requested to visit and observe the early education program during classroom time. They will be given a tour of the facility, enrollment forms, and be advised of space availability or waiting list procedures.

## PROGRAM DAYS

Each child is enrolled for a specific program schedule, either 2, 3, 4, or 5 days, full or part time daily program. Due to capacity limitations and staffing needs, **IT IS NOT POSSIBLE TO ROTATE DAYS WITHIN A PROGRAM** (i.e. a child scheduled for a 3-day program on Monday, Wednesday, Friday must attend those days and per their program enrollment.) If a permanent change is needed, this **must be requested in writing to the secretary for approval by the Director AND RECEIVE APPROVAL in advance of any change being made.** Change can be made only as space is available. Only one program change is permitted per child per year, except under extraordinary circumstances. WCS Early Education Program is based on a monthly fee and repeated adjustments can greatly impact the accuracy of your billing statements.

## HOURS

Whittier Christian Early Education Programs are in operation from 7 a.m. – 6 p.m., Monday – Friday. **Full day enrollment** provides care from 7 a.m. – 6 p.m. Late charge is \$1 per minute after 6 p.m.



**School-day enrollment** provides for care from 7 a.m. – 3:00 p.m. This extended program makes it especially convenient for children who have siblings in Elementary or Jr. High schools. Lunch will be eaten at 11:30 a.m. and rest time will be held from appx. 12:45 – 2:45 p.m. School-day program children must be picked up before 3:00 p.m. Late charge is \$1 per minute after scheduled pick up time. If you realize you will be late picking up your child, please call the campus to let staff know so we can plan accordingly and so your child will not be concerned by a late pick up.

**Half-day enrollment** provides for care from 7 a.m. – 12:45 p.m. This extended morning program provides additional learning opportunities for your children. Lunch will be eaten around 11:30 a.m. and children will return to the classroom for activities and group time until half-day dismissal at 12:45 p.m. Half-day children must be picked up by 12:45 p.m. Late charge is \$1 per minute after scheduled pick up time. If you realize you will be late picking up your child, please call the campus to let staff know so we can plan accordingly and so your child will not be concerned by a late pick up.

**Our program begins at 8:45 a.m. Arriving later than 8:45 a.m. can be disruptive to the flow of the classroom and the child. Please be respectful of arrival time.**

## HOLIDAY/SPECIAL DAY CLOSURES

The Early Education Program will observe the following holidays and will be closed: Christmas Day, New Year's Day, Martin Luther King Day, one preschool parent/teacher conference day in January, President's Day, Memorial Day, 4<sup>th</sup> of July, Good Friday, Thanksgiving Day and the Friday following. We will observe a minimum day dismissal (11:45 a.m. closure) on the 25<sup>th</sup> of November, December 24<sup>th</sup> and 31<sup>st</sup>, and the day of Early Education's Open House in May, date TBA. We will also be closed for a partial week following the conclusion of the regular school term (mid-June) and one week near the start of the new school year (late August) for staff training. These closures are listed on the yearly calendar and updated as necessary in the monthly campus newsletters. ***Non-school days are calculated into the annual tuition and no additional credit will be given for these days.***

**Childcare is available during Thanksgiving, Easter and Christmas holiday breaks** at no additional cost. We do ask that you indicate your intention to participate (on child's designated program days only) during these weeks on sign-up sheets so that we can staff appropriately.

## FORMS

The following forms will be provided to you in the enrollment packet. The **WCS Registration Day** is held in late July and all forms are to be brought in on that day for September enrollment. Enrollment is NOT COMPLETE until all forms are turned in. New families enrolling for summer start will receive registration packets at the beginning of June. Families not enrolled in the summer program will receive their packets shortly after July 4<sup>th</sup> with instructions.



- **HANDBOOK ACKNOWLEDGMENT FORM**  
A parent/guardian signed verifies that the parent has received, read, and agrees to abide by the policies and practices in this Handbook is kept in the child's file. *This information is to be completed at time of enrollment or turned in at Registration Day.*
- **ENROLLMENT AGREEMENT FORM**  
A parent/guardian signed acknowledges the days of enrollment and monthly tuition due. If parents are divorced or separated, custody papers must be submitted for the child's file. The school will abide by these legal documents and will not be placed in the middle of court battles. *This information is to be completed at time of enrollment or turned in at Registration Day.*
- **HEALTH STATUS FORM**  
A dated, written statement of the child's current health status, signed by an approved health professional, will be obtained upon admission. Health Status Form must be current with no more than 12 months from exam to yearly admission. *The statement of health status is to be completed at time of enrollment or turned in at Registration Day.*
- **PARENT/HOME/SCHOOL AGREEMENT**  
Families participating in Whittier Christian's Early Education program agree to abide by the policies and expectations in this Handbook and the Parent Home/School Agreement. *This information is to be completed at time of enrollment or turned in at Registration Day.*
- **ALLERGY INFORMATION FORM**  
If your child has any allergies that could impact their health or safety, an Allergy Information Form must be completed by your child's physician and provided to the Early Education program for your child's file. This includes food allergies, bees (those that would need immediate medication and attention), or other conditions that initiate serious reactions. *This information is to be completed at time of enrollment or turned in at Registration Day.*
- **IMMUNIZATION FORM**  
"NO SHOTS – NO SCHOOL" is now in effect statewide. It is the policy of Whittier Christian Preschool that all children have current immunizations in order to enroll in the Preschool. This includes a TB Mantoux test and immunizations as required by the State of California Department of Health Services. Immunization against POLIO, DPT (Diphtheria, Pertussis & Tetanus), MEASLES, MUMPS, RUBELLA (MMR), HepB, Chicken Pox, HIB and HIBV is required before attendance in schools in California.



Information regarding all immunizations the child has had, including month and year each immunization was administered, is required. Immunizations must be recorded on the certificate of immunization form supplied by the California Department of Health (Yellow Card). All children over 18 months of age need a TB/Mantoux test within 12 months of enrollment. Parents must bring a copy of their child's up-to-date yellow immunization form and *Health Status Form* for their child prior to admission. **We will not permit a child to begin school without these items complete.** Make your doctor's appointment early!

We are required to report status of currently enrolled preschool students on the Department of Health and Human Service's form Annual Immunization Report on Children in Child Care Centers. (DHS9028, mailed to County Health Department.) *The immunization information is to be completed at time of enrollment or turned in at Registration Day.*

- **MEDICAL INFORMATION RELEASE FORM**

Information including parents' home and work emergency contact information (including cell numbers), known allergies to foods or medications, release for emergency medical treatment, and a release for field trips shall be obtained on the form provided (3 copies). We must have an out-of-state/out-of-area contact number. *This information is to be completed at time of enrollment or turned in at Registration Day.*

- **AUTHORIZATION FOR STUDENT RELEASE FORM**

At the time of enrollment, each student's family will be provided with an "Authorization for Student Release" form to indicate who is permitted to pick up their child. **Please understand that we will not release a child to any person(s) other than those on the "Authorization for Student Release" form.** The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. **Both (custodial) parents must sign *Permission To Release Form* authorizing those listed to pick up their child. If shared custody, both biological parents must sign *Permission To Release Form*.**

Individuals whose name are on the "Authorization for Student Release" form, but who are unfamiliar to staff, will be asked to show a photo identification when picking up the child. *The Authorization for Student Release is to be completed at time of enrollment or turned in at Registration Day. Additions can be made throughout the year as needed.*

***Permission to release a child to persons not designated on the above form will not be accepted via phone, fax or email.*** Please complete an "Authorization for Student Release" form **IN ADVANCE**. These are available in the school office or your child's classroom, and should be handed to staff. **CHILDREN WILL NOT BE RELEASED TO ANYONE UNDER 18 YEARS OF AGE.**

- **PHOTO/VIDEO RELEASE**

A parent-signed consent form permitting your child to be photographed will be kept in the child's file. Use of child's photo will be for promotion of WCS programs, posting of photos of students used in craft and art type projects and/or audio-visual productions for school use. *The photo/video release form is to be completed at time of enrollment or turned in at Registration Day.*

- **VIDEO VIEWING RELEASE FORM**

A parent/guardian signed consent for each child to watch Early Education Program approved videos shall be in the child's file. *The video viewing release is to be completed at the time of admission or turned in at Registration Day.*

- **PARKING/GATE AGREEMENT FORM**

Information is provided to each parent/guardian about gate access. The gate code/key is changed yearly. The Agreement Form is your consent that you will not provide access to the Early Education area to

anyone who is not authorized to be there. Guests, visitors, and others should be directed to the office and not provided with access to the Preschool area. This is for the safety of all children and staff. The parking lot is to be used for short-term drop off or pick up only. If you plan to stay for any length of time, we ask that you park in other designated areas. Ask staff or the office for designated areas. **DO NOT leave babies or other children in your vehicle in parking lots. PLEASE DO NOT PARK IN AREAS NOT MARKED FOR VEHICLES OR IN HANDICAPPED PARKING SPACES WITHOUT REQUIRED PERMITS.** *This form is to be completed at time of enrollment or turned in at Registration Day.*

- **CHILD’S HEALTH HISTORY - PARENT REPORT**

This form is required by the State of California and provides a venue for parents to share a synopsis of their child’s health, habits, and overall well being. *This information is to be completed at time of enrollment or turned in at Registration Day.*

- **“RIGHTS” FORMS (3 different forms)**

We are required by the State of California to provide a statement of a child’s rights, of parent’s rights, and of the rights of the Licensing Agency. *This information is to be completed at time of enrollment or turned in at Registration Day.*

- **PHONE DIRECTORY CONSENT/DECLINE FORM**

We are required by the State of California to provide access to preschool phone directory. We will provide each family with the opportunity to consent to or decline inclusion of their information. Directories will be provided to all families who have consented to be included. Directory information is for school family use and information therein shall not be used for promotion of any activity, business or other event outside of WCS Early Education Program. *This information is to be completed at time of enrollment or turned in at Registration Day.*

## Arrival and Departure – Class Times

CHILDREN SHOULD ARRIVE AT PRESCHOOL BY 8:45 A.M. Arrival after 8:45 a.m. is disruptive to classrooms in session. Additionally, it is important that children are present to participate in Center activities and Circle Time. Many important social and literacy skills are introduced and developed in the first 30 minutes of the class, including word recognition, the days of the week, student names, counting days, flag salutes, prayer together and a number of other academic items covered. We are required to make a daily observation of each child on arrival at the Early Education Program for signs of communicable diseases or other evidence of ill health, and this is difficult to do effectively with late arrivals.

*Please do not bring breakfast items with your child at arrival time. Children must arrive ready to interact with other children, free from breakfast duties. **WCS Kitchen Staff will not serve breakfast items between 7:45 and 8:00 a.m. and discontinue after 8:20 a.m. to allow children to get to class on time.***

The child must be SIGN IN on arrival and again SIGNED OUT by an authorized adult with full legible signature on a daily basis. This is required for all participants in the WCS Early Education Program by the State of California. Sign In/Sign Out sheets are located in designated areas by classrooms.

If you are unavoidably detained in the morning, please call to let the teacher know to expect your child. Children should be aware that activities are already occurring as they arrive. Late morning arrival should be the exception, not the rule.

## Security

It is our policy that **only adults open/close doors and gates.** Please help us train the children by observing this policy. Please do not permit older siblings to open/close gates, use gate keys, or open classroom doors. This will

help to ensure children stay within the designated area and do not feel the freedom to set out on their own. Please DO NOT give gate key or gate code to anyone other than those persons authorized to pick your child up.

Our Newlin Early Education Program facility will issue a PS entry gate key to each family at the end of the summer term or upon enrollment for the fall. Our Maybrook Early Education Program facility will issue a new PS gate code to each family at the end of the summer term or upon enrollment for the fall.

Access to the Early Education facilities is a benefit provided to enrolled students and their families. Access is not to be shared with anyone outside the Early Education family. GATE KEYS must be returned at the conclusion of your involvement with this program.

## Adjustment Period

Starting school for the first time often causes anxiety for children. We recommend that you visit the Early Education Program before the first day of preschool with your child, allowing him/her to meet some of the staff and see other children at play. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child 3-4 weeks to adjust to this new experience.

## Bathrooming

All children enrolled in Whittier Christian Early Education Programs must be fully potty trained. We define *fully potty trained* as aware of their need to use the bathroom and able to perform all bathrooming tasks including undressing, using the toilet, wiping appropriately, and redressing oneself. Excessive bathroom accidents are an indicator that a child may not be ready for a preschool classroom experience. We understand and allow for an adjustment period of three weeks as a child adjusts to a new environment, and understand that accidents may even occur *occasionally* even after this period. However, if your child continues to have repeated bathroom accidents or toileting difficulties, *parents will be asked to make other arrangements for childcare until success in this area is achieved. Space for re-entry cannot be guaranteed.*

## Access to Information in Child's File

It is the policy and practice of Whittier Christian Early Education Program that only the parent(s) whose signature is on a child's application may view the contents of said child's file. The term "file" is used to refer to the information inspected by Child Care Licensing, that contains all enrollment paperwork, and all required forms including medical and contact information. Copies of custody agreements or court orders are also kept in this file. Absent any restraints placed on parental rights subsequent to enrollment application, parent signers on application will be permitted access to view child's information as defined above unless prohibited by court orders.



## Rights of the Licensing Agency

The State of California Department of Social Services - Childcare Licensing Department has the right to visit the Early Education Program location and perform inspections of the classroom and programs, including interviewing of students and staff.

## Tuition Information

Tuition is based on a monthly fee and no credit for individual missed days will be granted. Siblings will be eligible for a multiple-child discount. Discount includes Early Education Program children who have siblings in elementary or junior high campuses.

**TUITION MUST BE KEPT CURRENT. Please do not put the Early Education Program in the position of monitoring past due accounts.** Every parent has a monthly tuition amount and is responsible for keeping payments up-to-date, *or withdraw their child from the program.*

Tuition is a set monthly fee. It is the policy of Whittier Christian Early Education Program that all tuition is due on or before the first of the month. A \$40 per month late fee will be charged if payment is made after the 5<sup>th</sup> of the month. Auto debit is available for easy tuition payments. If an account becomes past due, the student may be removed from class until the account is paid in full. Removal of a student may result in loss of space.

## Summer Program

Summer tuition is the same as school year tuition. One-week absence (credit) is allowed for vacation after one school year of attendance for those enrolled 12 months of the year. Please notify the school *in writing in advance of vacation plans* so that billing can be adjusted accordingly.

Children who have been accepted into the Kindergarten program for the fall will be cared for in the Early Education program during the summer. Class time will provide a transitional summer program to help prepare them for September. Children will still take advantage of all thematic activities and all field trips in the Early Education summer program.

## Withdrawal Notice

A two-week advance written notice is requested for withdrawal of a child from the Early Education Program. If two week's notice is provided, you may be entitled to a refund of unused days paid for that month. Tuition must be up-to-date. Unpaid balances will be referred to a collection agency.

## Medical and Sick Child Information

### ABSENCES

We plan our programs with the assumption that every child will attend their scheduled class. If your child is unable to attend Preschool, please notify the office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases.

State regulation requires that there be daily observation of each child on arrival at school by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at school will not be admitted and will be separated from the other children until the parent or guardian can pick up the child.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents/guardians of children will be notified immediately by the school office. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease. A release from your child's physician is required for the child to re-enter the classroom for any of the following communicable diseases: *Measles, German Measles, Mumps, Whooping Cough, Scarlet Fever, Strep Throat, Chickenpox, Pinworms, Pneumonia, Skin Diseases (scabies, ringworm, impetigo, Lice)*.

If a child has a fever of 100° or vomits while at school, the parent or guardian will be contacted **and is expected to pick the child up within 30 minutes of a call from the school or send an authorized adult listed on the child's emergency card**. The child will be separated from the other children until the parent arrives.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever
- Diarrhea
- Nasal secretion that is thick, yellow or green, which is an indication of infection. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor.
- Sore throat with fever or throat spots.
- Cough accompanied by fever, chills, or the coughing up of green or yellow mucous, vomiting, or nausea.

- Eye drainage of any type should be checked by a doctor to rule out bacterial infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child not feeling well, such as lethargic behavior and /or increased crying.

The child may return to the Early Education Program after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again and normal behavior has returned.

Each site has a separate area where sick children can rest comfortably and be properly supervised while waiting for a parent to pick them up.



## MEDICATION

The giving or application of medication, including individual special medical procedures shall be administered by staff only on written order or a prescription from a physician to the child's parents(s) or guardian(s). *We do not give over-the-counter medications unless provided with a written prescription from a physician. This includes cough syrup, aspirin/Tylenol, allergy medication, asthma inhalers, etc.* All prescribed medications must be in their original container.

The Parent/guardian must sign the *Medication Form* indicating dosage and length of prescription term including a release of liability, AND hand the medication to a staff member with Medication Form. **NO MEDICATION OF ANY KIND MAY BE LEFT IN A CHILD'S BACKPACK OR CUBBIE.** Help us keep all of our children safe!

**UNDER NO CIRCUMSTANCES WILL THE SCHOOL ADMINISTER THE FIRST DAILY DOSE OF ANY MEDICATION TO A CHILD.** Medication Forms are located in the sign-in areas. A Medication Form is to be completed daily indicating the name of the medication, the dosage to be given, the time when the medication was first given that day and the time the next dosage is to be administered. **Again, please remember to hand all medications and medication forms to a staff member when checking in.**

## ALLERGIES

All allergies to medication and/or other substances must be stated on the emergency and medical forms. California state law requires that we have a signed note from your physician stating any food allergies or other allergies that your child may have. The physician must recommend alternate food choices for your child. Information about children with allergies will be posted in all classrooms and in the kitchen.

## INCLEMENT AND EXCESSIVELY HOT WEATHER

On days of inclement or excessively hot weather, children's activities will be kept inside the classrooms as appropriate. Special activities and focus will keep children involved and comfortable. Classrooms have both heating and air conditioning for your child's comfort.



Please apply sunscreen to your child PRIOR to arriving at school. **No sunscreen will be applied by staff to your child.**

## Emergency Information and Procedures

All WCS teachers are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called per policy of WCS.

In accordance with state and school requirements, *Emergency Drills* are held randomly on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building. We also practice *Lock Down Drills* at least twice each year. We've learned that such practice can be both informative and non-frightening for children.

During a drill, information will be posted that a drill is in progress. PLEASE - DO NOT ENTER THE FACILITY OR ATTEMPT TO DROP OFF OR RETRIEVE YOUR CHILD. Information will be posted at entry area that directs parents to a general location to await the "all clear" signal signifying the end of the drill. This is a requirement for everyone's safety.

A notice will be posted during a Lock Down Drill stating that a drill is in process with information directing you to a waiting place. In the event of a real Lock Down, we will be locked inside the facility, away from windows, until the "all clear" is given. PLEASE DO NOT ENTER THE FACILITY – YOU WILL NOT BE ALLOWED INTO THE BUILDING UNTIL THE "ALL CLEAR" IS GIVEN BY ADMINISTRATION.

The Early Education Program is inspected on a regular basis by the fire marshal. Emergency Evacuation Routes are posted in each classroom.

### FIRE/EARTHQUAKE

In the event of an emergency such as fire or earthquake, students will be escorted to a designated safe area outside of the building as soon as it is safe to do so. All WCS schools practice periodic fire and earthquake preparedness drills and have detailed procedures to ensure your child's safety. Parents will be provided with information that will assist them in providing an Emergency Pack for their child each year.

## State and Federal Mandates on Reporting Child Abuse

All staff of Whittier Christian Early Education Programs are required by California state law to report any sign of or suspicion of child abuse.

## Supervision of Children

It is the policy of Whittier Christian Schools that only paid, preschool-qualified WCS staff will supervise children while on our premises and in our care. A maximum 1:12 ratio will be maintained at all times during the operation of the Preschool. At no time shall any volunteer be responsible for the care and supervision of a child. At no time shall any volunteer accompany a child, other than their own, to restrooms or to any other area of the facility.

While WCS welcomes all parents to participate in activities and field trips, no parent shall have charge of or responsibility for any child other than their own, even if they are listed on that child's Permission to Release Form. All parents must agree to abide by the procedures for individual field trips as dictated by the Preschool. Any child whose parent is not participating in activities and/or field trips shall be supervised and in the company of a paid Preschool staff person, and the 1:12 ratio shall be maintained at all times.

## Staff

All Whittier Christian Early Education staff are committed believers who have a strong personal walk with Christ and a sincere love for children. All staff are actively involved in a local church ministry and believe they have been called by God to work with young children.

All staff members meet or exceed the requirements of the State of California for experience and education. All staff have been certified in First Aid, CPR and Bloodborne pathogens/Universal Precautions, are fingerprinted, and have a Child Abuse Index clearance.

Early Education Program staff have training and coursework in Early Childhood Education and meet all requirements set forth by Whittier Christian School and the State of California. Our staff are here to train, love and care for your child.

Early Education staff are supervised by a Director who has preschool leadership experience. The Superintendent is responsible for the supervision of the Director and facilities. The Preschool Director is qualified for classroom supervision.

## Facility Arrangement/Classroom Structure

All program needs and functions are contained within the Early Education area, including sign-in/out, sick room, bathrooms, classrooms, play areas and rest areas. Equipment and supplies have been purchased and specifically designed to be age-appropriate and developmental for preschoolers. We use September 1<sup>st</sup> as a guideline for placement of children in Preschool classrooms.

## Dress

Please dress your child in comfortable, easily washable clothing. Children will get dirty in the course of active learning. **For safety reasons, flip-flops or plastic type footwear are not permitted.** Be certain that all items (jackets, lunch boxes, blankets) are well marked with your child's name in launderable permanent marker. Please refrain from having your child wear any combat or action figure apparel.

**ALL CHILDREN MUST HAVE A CHANGE OF CLOTHING** (appropriate for the season) **AT SCHOOL AT ALL TIMES.** It is both uncomfortable and embarrassing for your child to have to sit in wet or soiled clothing until an adult can deliver a clothing change.

Please do not leave items of clothing, class work or backpacks overnight or over the weekend. This presents a cluttered appearance as well as a growing lost and found area. *Items left and unclaimed will be gathered and donated on a monthly basis to a charitable organization.*

## Nap Time



A cot is provided for each child for a daily rest period. Nap time is mandated by Title 22 of the California Administrative Code for licensing Childcare facilities, and requires that provisions be made for all Preschool children to nap after lunch. At WCS Early Education Programs, all Preschool children nap during the early afternoon period. While not all children will sleep, we do require that they lay down and rest quietly. Each child needs to bring a crib sheet and a small blanket or beach towel that is well-marked with their name. This is to be brought each Monday and taken home each Friday for laundering.

NAP BAGS are required for storage and transportation of nap items and one will be provided at the time of enrollment. Please be sure that your child's name is on the bag AND the items enclosed. Additional bags may be purchased for \$2 from the office or at Registration Day.

## Daily Classroom Schedules

A daily schedule and teacher's lesson plan is posted on each classroom's bulletin board, along with classroom announcements and other noteworthy items. The snack calendar is posted here as well. You'll often find photos of activities that took place in the classroom. *Additional information as to focus for the month, themes and curricular focus are posted.* Please make it a habit to check this board regularly.

## Parent Communication Procedures

We want to do our best to keep all our families informed about what is happening here at Whittier Christian Early Education Program. Parents need to be aware of several very important forms of communication that we use. A monthly campus newsletter will be sent home with your child at the beginning of the month, along with a skill sheet. This will include learning goals such as monthly themes, activities, shapes, sounds and letters that are being worked on in class and different areas of growth. Past editions are available on the website ([www.whittierchristian.org](http://www.whittierchristian.org), see Early Education Program).

In the entrance area of each Early Education classroom is a message board that contains FYI items and things to note this week. Please check the schedule, calendar and notes posted on this bulletin board.

Periodic assessments of the child's progress will be made in order to monitor growth and development. The teachers and the Director are available throughout the year for individual conferences with parents.

**Children who qualify to enter Kindergarten for the following year should be at least 5 years of age by September 1.** Children will be scheduled for an assessment appointment sometime in April or May. You will need to submit a re-enrollment form for Kindergarten along with a re-enrollment fee before the assessment is scheduled. The assessment is a non-threatening evaluation of age-appropriate developmental and academic areas. Following the assessment, a parent conference and interview appointment will be scheduled. At the time of this appointment, parents should be prepared to provide a copy of the child's birth certificate, immunization card, and Social Security number.

## Who Do I Talk To?

Occasionally during the course of the year, questions or concerns about activities, curriculum, classroom procedures, or incidents may occur. Parents are requested to use the following procedure:



- If you have a concern, first and foremost pray about it. Ask God to help you express your concerns in such a way that it will result in the betterment of our school.
- Concerns or complaints should be expressed first to the individual in question. Please set up an appointment to talk to the teacher privately. Bear in mind that when children are present, they are her primary responsibility, and this is not a good time for a conversation. Never discuss the teacher, the child or his playmates, the church or school negatively in the presence of your child.
- Express your concerns only to the person who should hear it. Unnecessary worry, harm and hard feelings results when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.
- If you cannot work through a specific situation, please feel free to take the situation to the Director, or if she is unavailable, to the Administrator. However, staff and administration of the school will not become involved in custody or supervision battles. We expect parents to conduct themselves with appropriate, God-honoring behavior that considers their child, the school, and other families in our program above

their disputes. Refusal to comply with these expectations can result in a request to disenroll from Whittier Christian Schools.

## Opportunities to Participate

We welcome parent involvement in the classrooms, and we feel that it benefits not only the preschool but the parent and child as well. Parents are encouraged to participate in the classroom as a helper with advance notice to the teacher. Parent participation enables the teacher to offer a variety of creative activities for students. Parent helpers may not be alone with any child.

The State of California requires that all parents who participate in the Early Education classrooms on a regular basis must have a current negative TB test on file. All parent volunteers must check in with staff when they come to work in the classroom.

Parents can participate in their child's school experience in a variety of other ways such as participating on field trips, assisting teachers in prep work for activities (cutting out items, etc.), special-day themed events, and various parent-teacher events such as Teacher Appreciation Week and Christmas Yule Table.

**Preschool and elementary parents may participate in Parent-Teacher Fellowship (PTF) helping with small fundraisers and fellowship events like Movie Night, Parent Ed Nights, and Family Night.**

## Discipline Information and Policy

Discipline has an important place in the Early Education Programs. Parents and teachers need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. We have a designated chain of command and responsibility. Questions or concerns should be addressed *first* with the appropriate staff member, then if further interaction is needed for resolution, with the staff member and Director, and, if necessary, with Administration.

We believe that our structured program provides a formula for discipline that is appropriate in shaping and encouraging responsible behavior. We strongly believe in and practice assertive discipline and prevention. Positive reinforcement, praise and modeling are the main methods used to maintain a child's behavior. In cases where a child needs to regain self-control or is in danger of hurting oneself or others, the child may be separated from the group and provided with an alternative activity. No child shall be shamed, humiliated or otherwise intimidated as a part of correction. Corporal punishment is not practiced at our schools. We strive to facilitate conversation and communication among the children even in discipline issues. We desire to train the children in making good choices for their behavior. Our staff is pro-active in preventing problems by redirecting a child or helping children resolve conflicts by using their words to communicate their feelings and thoughts.

Discipline is designed to promote self-direction, self-control, understanding of choice and consequences, and respect of others. This is accomplished through consistency and fairness, communicated one-on-one with the child. **There are three basic rules enforced at WCS:**

- No child will be permitted to hurt another child (physically or verbally) or prevent them from being allowed appropriate learning or play experiences.
- No child will be permitted to hurt themselves.
- No child will be permitted to harm the school environment (property, possessions, or people).

Whittier Christian Preschool is a "*pre*" school program that begins at 2 years of age. It is *not a toddler program*. Younger children must be ready for the early school experience our program provides, including early academic and literacy activities.

*If our Early Education program is not conducive to a child's needs, if parents have not followed the mediation plan or suggestions recommended by the Program or its staff, or if a child is a danger to other children or staff*

members, we will ask the parents to find another placement for the child. Consistent demonstration of an uncooperative spirit through a child's continual disobedience or parent's critical attitude may result in the child's dismissal from the Early Education Program.

We have a 24-hour return call practice. If you contact the Early Education Program during normal working hours, the appropriate staff member will do their very best return a call within 24 hours. Under most circumstances, if your child experiences significant difficulty with a behavior issue during the day, the staff member who dealt with them will make contact with you by a note, email or by phone that evening.

## Food Service Information

All Whittier Christian School campuses have on-site hot lunch programs. Meals sized for preschool children are available for an additional cost. Information and menus are provided to preorder monthly. Payment for lunch services is to be made directly to the caterer and not through the Early Education program. A sack lunch is appropriate for all children who do not purchase hot lunch.

## Nutrition



The Preschool years are periods when children form eating and nutrition habits that will be with them for the remainder of their lives. We need your assistance in promoting healthy eating habits and practices with your child.

to be eaten at the school.

Breakfast is the most important meal of the day according to physicians and scientists. Children who skip breakfast or have sugary cereal, donuts, or other junk food, may experience low blood sugar and respond lethargically, with decreased alertness. This can cause children to be more accident prone, less attentive, and receive far less benefits from the learning environment. Again, do not send your child with breakfast

Please be mindful that your child needs a LUNCH that provides items from FOUR (4) food groups to constitute a healthy lunch. Lunches should include vegetables and fruits, breads or bread alternatives (pasta, crackers), and meat or meat alternatives (cheese/eggs/peanut butter), along with a beverage of milk, water or 100% fruit juice. Contrary to popular belief, drink boxes and packs such as *Capri Sun* are not of sufficient fruit content to be deemed healthy for your child. Please **DO NOT SEND** chocolate, soda pop, gum, donuts or candy in your child's lunch or for snack. Also, in order to foster self-confidence, please ensure that all items are self-feeding (children can open, serve and eat on their own).

## Licensing Information

Whittier Christian Early Education Program is licensed by the State of California and licensing information is available in the Early Education offices.

## WCS Nondiscrimination Policy Statement

Whittier Christian Early Education Program operates on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, national origin or ancestry.

## Curriculum

“Curriculum” is a term used to describe all of the components or elements used in the educational program. Curriculum includes directed activities, play and exploration centers, outdoor physical development, thematic activities, instructional materials, and texts. The Bible exhorts parents to “*Train up a child in the way he should go and when he is old, he will not depart from it*” (Proverbs 22:6). Our balanced program assists you in that task.



Our **2 – 4 year** old classes use a series called *DLM Express* for introduction of literacy skills, along with *Math Their Way*, and *Biblical Choices* Bible units as part of the curriculum. These elements are developmentally solid, age-appropriate, and taught from a Christ-centered perspective. Additionally, thematic units and activities are woven in to provide a well-rounded learning experience.

The **Pre-K** classrooms use McGraw-Hill/SRA's *Open Court Pre-K* curriculum for literacy, *Math Their Way*, and *Biblical Choices* Bible units as part of the curriculum. Additional monthly themes and activities help to provide a well-rounded, developmentally solid, age-appropriate learning experience. Skills are emphasized that prepare these children for the Kindergarten experience.

The Early Education program and its activities revolve around a monthly theme. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate, Christ-centered manner. Activities in handwriting, science, music, library and motor development activities round out the day.

**A monthly theme and skill sheet** is posted on your child's classroom bulletin board for each different skill/age level. Skills will be highlighted for fine and gross motor skill development, language acquisition, and a variety of developmental aspects for the month. Additionally, information about the monthly focus and activities is provided through the newsletter. It is our desire to provide hands-on activities with Biblical, topical and academic subjects to create an environment for your child's success.

Development of the whole child is a team effort, with instruction and experience in the classroom being supported and reinforced at home. You can help your child get the most out of their learning opportunities by talking with your child about what they are doing in school. Using open-ended questions that require language use will help your child blossom in vocabulary. Ask your child's teacher for suggestions of activities to reinforce what is being stressed in the classroom.

## **MOTOR DEVELOPMENT**

Our program offers a variety of opportunities to focus on gross motor skills. The children use a wide variety of equipment in carefully planned activities to challenge and build their physical abilities. Skill building includes use of a ground level balance beam, bean bags, hoops, balls, parachute activities, scooters, rhythm sticks, kangaroo balls, hand-eye coordination activities, and learning to listen and follow directions.



Our program is designed to enhance the child's physical development, thereby benefiting them academically, socially and psychologically. Children gain confidence as well as coordination and ability.

## **Progress Reports and Parent Conferences**

Classroom teachers do observations of the children throughout the year. A progress report/written update is sent home during the course of the school year and addresses a variety of aspects of the child's development. Parent conferences are scheduled in January or early February to provide updates on developmental successes areas where additional work is needed, or whenever a parent requests. We want to keep the lines of communication open at all times, so please feel free to talk with your child's teacher. Be mindful that when children are present, the teacher's responsibility and focus is with the children. Please make conversations *brief* and schedule an appointment to talk at a later time.

## **WCSP Open Door Policy**

It is our desire to be available to parents' questions and concerns. We ask that if you desire to observe without your child being aware of your presence, please speak with the Director about how this can best be accomplished.

Parents are welcome to visit the school at any time. When visiting the school for any reason, please *check in* at the office prior to entering a classroom.

## Supplies You Need to Provide

A list of classroom supplies will be provided prior to the start of each school year. You will need to provide the specific items listed on the supply list, so that all children are equipped with the same items for our classrooms. Supply items are brought with you and your child to *Meet Your Teacher Day*, typically the Friday prior to the start of school in September each year.

ALL CHILDREN are to have a **change of clothing, including shoes**, in Ziplock bag (please label all items). Please check for weather appropriateness periodically.

ALL NAPPING CHILDREN are to have:

- Children staying for full day programs are to bring a crib sheet, small blanket or beach towel for nap time and placed in a ZIPPERED PLASTIC “NAP PACK”. ALL NAP ITEMS MUST FIT IN THE BAG AND BE ZIPPED.
- ZIPPERED NAP PACKS will be given on Registration day for **NEW** students only. Replacement packs can be purchased for \$2.00 on registration day or in the School office throughout the year.
- No additional items are to be brought including pillows or stuffed animals.

## Special Fundraising Activities

### GIFT WRAP

In October of each school year, all campuses of WCS participate in the sale of gift wrap and other gift items. The proceeds raised are designated for *Financial Aid*. Participation in any fundraising activity is optional.

### OTHER FUNDRAISING

We strive to limit the number of fundraising activities and participation in any fundraising activity is optional. During the year, we host several family activities that contribute to this fundraising effort as well as provide a fellowship aspect to events. No private or personal fundraising activities are permitted (i.e. Avon, Little League, Girl Scouts, or other schools).

## Special Days

Throughout the school year the staff plans special event/activity days to enhance the monthly classroom themes. Parents are encouraged to participate by helping in the classroom or providing special snacks or activities.

## Birthdays

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special birthday snack. pudding cups or cupcakes are appropriate for the occasion (must be store-bought and in original container). Please contact the teacher in advance of your child’s birthday to make arrangements. Summer birthdays are celebrated throughout the preschool year if your child will not be participating in summer program. *Please limit celebrations to snacks (including paper items and beverage along with any necessary serving items) and do not include gifts, prize/goodie bags, or other room decorations.* Super hero themes are not appropriate.

***Birthday invitations to a child’s private party are not to be distributed through the Early Education program. Please do not bring invitations to place in children’s cubbies or files. Whittier Christian Early Education program cannot be responsible for activities off site. Distribution of such invitations can be confused as a school sponsored activity. Thank you for your help in this area.***

## Field Trips



Field trips are an integral part of the Early Education Program experience. They enhance the learning experience by offering opportunities not available in the classroom. Most field trips are done **in-house** and bring in experts in a specific field to enhance a child's learning experiences in art, music, science, geography, or spiritual growth. Please check your child's take-home information, classroom bulletin board, and monthly "Coming Events" section in the newsletter for any date or time information. Children participating in an Early Education Program field trip (off site) are to wear their **school T-shirt**. This helps us keep close watch on our little ones. T-shirts are available at Registration Day in July and in the office at time of new enrollment.

**ALL CHILDREN WILL RIDE ON THE SCHOOL BUS TO AND FROM ALL TRIPS OFF CAMPUS.**

**Children will not be dismissed to parents from any point or location other than the school site.** Parents are welcome to participate in any and all trips. Parents must drive their own vehicle to and from the school due to limited bus space.

*Siblings or other children not enrolled in the Early Education program are not permitted to participate in activities or trips. Field trips are intended for the participation of WCS EE children and parents.*

## Criminal Background Checks for Volunteers

All adult volunteers who will be interacting with students in any way are required to have a background check using the California LiveScan system. This is the same procedure used in the hiring process of any WCS staff member.

LiveScan fingerprinting can be completed either through the local police department or by using an on-campus mobile LiveScan service. The cost of fingerprint scanning/rolling is paid by the adult volunteer and ranges from \$15 to \$25 depending on the location the volunteer chooses. The adult volunteer also reimburses the school for the \$47 clearance fee charged by the California Department of Justice. This only needs to be done once and is good for the entire time your child(ren) is a student at WCS.

## Snacks

Children love to share in providing snacks. Children will be assigned a day each month to provide a snack for their classmates based on a menu provided by the school.

Parents are encouraged to provide nutritional and safe snacks and *to adhere to the menu provided*. Menus are planned in accordance with Title 22 nutrition requirements and consider various food allergies. Parents supply juice (100% fruit juice only or pre-boxed 100% juice drink boxes) along with the snack. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. The snack calendar is posted on the classroom bulletin boards. Check with the teacher if you are in doubt about a particular snack.

Healthy snacks include:

Fruits/vegetables prepared in

bite-sized pieces

Pudding snacks

Fruit snack packs or fruit rolls

Crackers and cheese

Mini-muffins

Raisins

Cereal

Pretzels

Juice boxes – 100% fruit juice ONLY (such as Juicy Juice brand) - apple, orange, or mixed fruit. Please DO NOT bring grape juice or sugar sweetened red punch. JUICE can be brought in either individual serving

containers or in HALF GALLON containers. Milk should be supplied in HALF GALLON containers of WHOLE MILK.

## Health and Safety Statement

Whittier Christian Early Education Programs are inspected on a regular basis by the Department of Health. This includes facility health and safety procedures as well as student health forms.

## Toy Policy and Procedure

While we realize that all children have special treasures such as stuffed toys, recent gifts, etc., we encourage these to be left at home. Each class has a scheduled time for sharing. Please check with the teacher for your child's share day. Remember to take your child's "treasures" home at the end of the day. We cannot assume responsibility for items left at the school. Please do not permit your child to bring videos. No videos will be viewed as a part of share time.



## The Ministry of Calvary Baptist Church

In 1929, the ministry of Calvary Baptist Church began. As the ministry grew, a Christian school was formed, and in 1947, Whittier Christian Schools began with 53 students. Calvary has an active, on-going ministry reaching families from a number of local communities, including the families of our students at WCS.

### Mission

Our Mission is to help people find intimacy with God, so that they will become fully devoted followers of Christ, living transformed lives, and impacting the community for good.

## Sundays at Calvary

### 9:00 a.m.

Discovery Hour

A Bible study class for adults and a class for youth

Children's Sunday School

A special time of learning the Bible at an age-appropriate level

Nursery – Newborns to Potty Trained

### 10:30 a.m.

Sunday Worship Service

Children's Church – Kindergarten thru 6<sup>th</sup> grade

Sunday School – Potty Trained thru Kindergarten

Nursery – Newborns to Potty Trained

## Wednesdays at Calvary

### 5:15 - 6:15 p.m.

Calvary Café

Bring the whole family for dinner before the evening programs.

### 6:15 - 7:45 p.m.

AWANA

This is a great time for K through 6<sup>th</sup> grade students to learn the Bible in an interesting and relevant way that is geared toward their age group. This time also includes activities and/or crafts associated to the lesson being taught which allows your child to bring the lesson to life and fellowship with other students.

### **Youth Ministry (Jr. High – High School)**

This is a Bible Study for youth that encourages worship, fun activities, and opportunity to process what is learned in a small group with peers and mentors.

### **Growth Groups**

Here at Calvary we believe that every Follower of Jesus needs spiritual buddies that encourage and help each other with a vibrant walk with Jesus. These groups meet throughout the week including Wednesday nights and process sermon-based lessons, developing Christ-centered friendships.

Calvary Baptist Church, 6548 S. Newlin Avenue, Whittier, CA 90601, (562) 698-8058    [www.CalvaryWhittier.org](http://www.CalvaryWhittier.org)  
Dr. John Ploog, Sr. Pastor; Rev. Israel Gomez, Pastor to Students and Family; Pastor Dennis Mohler, Pastor of Administration