

College Park Preschool



Parent Handbook

Welcome	4
History	4
Mission and Philosophy	4
Educational Philosophy	5
Accident/Incident Reports and Injuries	7
Allergies/ Special Dietary Needs	7
Anti-Bias Statement	7
Art Studio/Atelier	8
Birthdays	8
Clothing	9
Communications	9
Contacting the Program	9
Classroom Ratios	10
Child Abuse Policies	10
Child Release	11
Community Care Licensing	11
Confidentiality	11
Contagious Illness	11
Curriculum Planning	12
Diapering and Toileting Learning Policy	12
Emergency and Evacuation Procedures	13
Enrollment	13
Family Conferences	13
Family Involvement	14
Food Program	14

Grievance Policy	15
Health and Illness Procedures	15
Holiday Celebrations	17
Hours of Operation	17
Infection Control	17
Immunizations	18
Inclusion and Special Needs	19
Medication Policy	19
Nature Space	20
Parking	20
Preschool Board	21
Positive Guidance and Discipline Policy	21
Program Responsibilities	23
Outdoor Play Policy	23
Outside Services Policy	23
Mentor Program	24
Non-Discrimination Policy	24
Referral Services Policy	24
Security	24
Sign In and Sign Out Procedures	25
Staffing	25
Social Media and Photography/Recording Policy	26
Summer Fun Program	26
Termination of Enrollment	26
Toys From Home	27
Tuition and Fees	27

Volunteers	28
Withdrawal Policy	28
Closing Statement	28

Welcome

Welcome to College Park Preschool. We strive to create a safe, inviting, warm learning environment for every child enrolled in our program.

The purpose of our parent handbook is to ensure your family has a wonderful experience at our preschool. This handbook will outline our program's policies and procedures and serves to create a partnership between families and the CPP staff. This handbook should also provide answers to questions you may have about our preschool.

Our goals are to provide high quality education for children and to ensure families are respected. We encourage families to read this handbook, follow our school policies, and communicate with us any important or needed information. We welcome feedback and suggestions regarding our program. We want our relationships with families to be honest and supportive because our curriculum is designed around positive experiences for your children.. For many families, College Park Preschool is their child's first learning experience outside of their home. We know nothing is more important than your child's early learning education and strive to match this importance with our curriculum.

History

College Park Preschool was founded in 1962 as a mission of Faith Presbyterian Church. The preschool served as an outreach to the community. College Park Preschool is a non-profit organization supported entirely by tuition. The school is licensed by the State of California Department of Social Services. (Facility # 376600273).

Mission and Philosophy

Our mission at College Park Preschool is to provide a learning environment in which each child gains a positive self concept and develops to her/his full potential through a "whole" child approach.

Our philosophy is that each child should feel free to learn, explore, create, develop skills, solve problems, and share information with others. We believe that small class sizes and highly qualified staff are essential in providing a level of care and education which is responsive to each child's individual needs. We believe children's interests and input should be valued as staff construct an emergent approach to curriculum. Additionally, we believe that curriculum should be developmentally appropriate, individually appropriate, and culturally responsive. We believe children should have meaningful experiences to learn more about themselves, their families, their communities, as well as how to live with, accept, and celebrate the diversity and uniqueness of themselves and others. Our philosophy maintains that Parent-Child-Teacher

relationships provide a support system for the child and create a loving, positive atmosphere within a small school “family” sense of belonging.

College Park Preschool is a part of the Faith Presbyterian Church. The authorization of its existence comes from the Session of the church. Detailed supervision and administration is delegated to the Preschool Board and Director.

Educational Philosophy

Our educational philosophy is based on the Reggio Emilia approach to learning. The Reggio Emilia philosophy is based upon the following set of principles:

- Children must have some control over the direction of their learning.
- Children must be able to learn through experiences of touching, moving, listening, seeing, and hearing.
- Children have relationships with other children and teachers. They are encouraged to explore their interests.
- Children must have opportunities to express themselves in many different ways; words are only one way children express themselves.

History of Reggio Emilia

After World War II, Reggio Emilia - a town in Northern Italy - decided to bring support to its families by creating a preschool program. The people of Reggio Emilia constructed quality preschools that were committed to learning environments that enhance and facilitate children’s construction of his or her own powers of thinking through communicative, expressive, and cognitive languages.

Key features of a Reggio-inspired program are:

- Great attention is given to the look and feel of the classroom. The environment is viewed as the “third teacher”. The aesthetic beauty within the schools is seen as an important part of respecting the child and their learning environment. Teachers organize environments rich in possibilities and provocations that invite the children to undertake extended exploration and problem solving, often in small groups.
- The Reggio-inspired approach calls for the integration of the graphic arts as tools for cognitive, linguistic, and social development. Children represent concepts and hypotheses in multiple forms such as print, art, construction, drama, music, and

puppetry, and these are viewed as essential to children's understanding of the experience.

- Documentation is viewed as an important tool in the learning process for children, teachers, and parents. Documenting and displaying the children's project work is necessary for children to express, revisit, and construct and reconstruct their feelings, ideas and understandings. Pictures of children engaged in experiences, their words as they discuss what they are doing, feeling, and thinking, and the children's interpretation of the experience is documented through the visual media. Teachers act as recorders (documenters) for the children, helping them trace and revisit their words and actions and thereby rendering their learning visible.
- Curriculum is planned based on the students' interest and passions as well as the teacher's. To plan an emergent curriculum requires observation, documentation, creative brainstorming, flexibility, and patience. Rather than starting with a lesson plan which requires a "hook" to get the children interested, the emergent curriculum starts with the children's interests. The curriculum enriches the children's learning through in-depth, short-term (one week) and long-term (throughout the school year) project work. Projects are child-centered, following their interest, returning again and again to add new insights. Throughout a project, teachers help children make decisions about the direction of study, the ways in which the group will research the topic, the representational medium that will demonstrate and showcase the topic.
- Project Based Learning (PBL) includes an in depth investigation of a topic worth learning more about. The investigation is conducted by the children and teachers facilitated by research and answering questions about the topic. The length of the project may vary from weeks to months. Documentation panels are created to tell the story of the project and the process of learning. PBL has been shown to enhance lifelong learning with children.
- The teacher's role is to be that of a learner alongside the children. The teacher is a teacher-researcher, a resource and guide as she/he lends their expertise to the children in their classroom. A teacher-researcher carefully listens, observes, and documents children's work and the growth of community in the classroom. A teacher-researcher provokes and stimulates thinking. Teachers are committed to reflection about their own teaching and learning.
- Children, teachers, parents, and communities are interactive and work together. This communication and interaction deepens children's inquiry and theory building about the world around them. A Reggio-inspired program is family centered and focuses on each child in relation to others. The program seeks to activate and support children's reciprocal relationships with other children, family, teachers, society, and the environment.

Accident/Incident Reports and Injuries

CPP staff are all trained in First Aid and CPR and are required to administer first aid for minor injuries of children. First Aid backpacks are provided to each classroom and to the Outdoor Classroom, while additional First Aid supplies are located in the staff lounge. An Accident/Incident report must be filled out for child injuries indicating the date and time of the accident, details on how and why the incident occurred, and what form of first aid was administered. Accident reports must be signed by the Director. The staff member will review the report with the parent and have them sign the document. The parent will receive the white copy, and the yellow copy will be kept on file in the child's classroom folder.

Incident Reports are completed for incidents that occur in the event of a child injuring another child, damaging equipment, or any issue which the parent needs to be informed of. If the incident occurred between two children, a report must be written for both children. The Director must review and sign all incident reports prior to providing to the parent. The parent will receive the white copy, and the yellow copy will be kept on file in the child's classroom folder.

Parents will be contacted for all head injuries, insect bite or stings, and other serious injuries requiring medical attention. If the situation is an emergency, the Director will phone 911.

Allergies/ Special Dietary Needs

Parents should inform the preschool office and classroom teachers if their child has any allergies (food, environmental, bees, medication, etc.). Allergies that require medical attention will require a Medication Form to be completed. A medical plan of action will need to be provided, written by the child's pediatrician. Allergies are posted in a secure area in the classroom to ensure medical privacy, but will be available to all CPP staff while they work with the child.

Children will not be served food that they are allergic to; however, if a child has special dietary needs that restricts their ability to eat a served snack, families will have to provide snacks for their child.

Food preferences can be supported if the parent supplies snacks for their child. All food provided must be healthy and appropriate for a school setting.

Anti-Bias Statement

College Park Preschool's professional staff understands that at an early age children can absorb society's biases of gender, age, ethnicity, language, gender expression, family structure, economic status, religion, language, and physical characteristics. CPP believes in an anti-bias curriculum that supports children as they explore, celebrate, and understand differences.

CPP recognizes that every child and adult experiences privilege and oppression differently. We are committed to create a space for children and families that is inclusive for every member.

CPP understands it is our duty to take a proactive approach toward eliminating biases and/or racism in our environment.

Anti-bias work is ongoing and must require the support of a child's community. It focuses on uplifting individual uniqueness while honoring differences. CPP is dedicated to integrating anti-bias education to support our community.

We encourage children and adults involved at CPP to:

- Recognize and demonstrate diversity among people
- Monitor words and actions for unconscious bias and racism
- See conflict as a challenge for problem solving
- Explore issues of fairness as seen from a child's perspective
- Be open to different perspectives, ideas, attitudes, and behaviors.

Art Studio/Atelier

CPP provides enriching and engaging art experiences in our school Art Studio (the Atelier). Each classroom visits the Art Studio daily to encourage creative expression through a variety of mediums to include: painting, water play, clay, sculpture, beading, sensory activities, drawing, and collage.

Birthdays

Birthdays are important milestones for preschoolers and classroom teachers will recognize each child's birthday on the school day closest to their birthday. California Community Care Licensing prohibits food items which were prepared at home to be served to children at the preschool. Additionally, some children have food allergies, medical conditions, and food preferences, so providing store bought food to share is not a good option. Children are welcome to share small gift bags with classmates with non-food items like stickers, tattoos, or crayons. Gift bags are distributed at the end of the day to be taken home with the children.

Clothing

Children should arrive dressed in clothing that is appropriate for the weather and active play. CPP values hands-on messy learning which includes: water and sand, sensory activities, painting, cooking projects, and gardening. Clothing should be easy to wash and remove for toileting purposes.

Parents will need to provide the following clothing for their child:

- Two complete changes of clothing, labeled and placed in a Ziploc bag. Items to include are: underwear, socks, pants, shirt, and extra shoes if possible.
- Layered clothing for changes in weather that can be added or removed easily.
- Warm jackets and shoes for winter months.

Communications

All CPP staff are assigned an email account for business use for College Park Preschool. Parents are encouraged to communicate to their classroom teachers and school administrators through email communications. CPP staff do not provide personal email or phone numbers for communications.

Each classroom will be provided an Android tablet to be used for photos, documentation, and communication purposes relating to work. The preschool provides access to a parent communication app called Seesaw, which is used by teachers and parents to send messages and communicate daily happenings. School newsletters are provided on a quarterly basis via email.

Contacting the Program

The preschool office phone number is:

619-582-2520

The preschool address is:

College Park Preschool, 5075 B Campanile Drive, San Diego, CA 92115

College Park Preschool has an emergency cell phone number that can be reached in cases where the preschool office phones are not working. The emergency phone number is to be used ONLY for emergency purposes.

Emergency phone number:

619-261-0535

Classroom Ratios

- Our policy is to keep the maximum group size to 16 children per class, with the exception being for the Outdoor Classroom.
- The maximum group size for the Outdoor Classroom is 24 children. Two staff must be present with children at all times in the Outdoor Classroom.
- The maximum adult to child ratio is 1 to 8 children for children ages three to five, and 1 to 5 for two-year olds.
- Volunteers, student interns, and parents are not to be considered for the purpose of determining adult-to-child ratios.

Child Abuse Policies

Mandated Reporting

“As professionals in contact with young children and their families, we at CPP are required by law to help Child Protective Services (CPS) become aware of children who may be abused or neglected. According to the law, public and private school teachers, educational administrators, guidance or family counselors; as well as child care workers, are mandated reporters”. It is CPP’s policy to report any and all suspected cases of child abuse and/or neglect to CPS and California Community Care Licensing. Cases must be reported within 24 hours via phone call with a follow up in writing.

CPP staff are trained in Mandated Reporter responsibilities to include: identification of abuse, neglect and sexual abuse, and the process of reporting. CPP’s staff training for Mandated Reporting is required every two years.

If a CPP staff is suspected of abusing and/or neglecting a child at the preschool program at school, the following procedures will take place:

- All suspected cases of abuse or neglect with reasonable cause, by a CPP employee, shall be immediately reported to the Director.
- The Director will prepare, within 24 hours, but not later than 36 hours, a written report of the situation. The report will include dates, times, names of parties involved, places and description of the incident.
- The Director must notify CCCL of the incident and an assessment will be made if warranted, report the suspected abuse or neglect to CPS.
- The suspected staff member will immediately be removed for working directly with children until a written investigation has been completed by CPS, and authorized to return is appropriate, the employee will be paid only after an unsubstantiated report is made, and the employee will then receive back wages.
- Confidentiality will be maintained at all times.

Phone numbers of Services Involved in Abuse/Neglect Cases

Child Protective Services Child Abuse Hotline (858) 560-2191 or (800) 344-6000

Community Care Licensing (619) 767-2300

Child Release

Children will only be released to their parents/guardians and persons authorized on the Emergency Information Form (LIC 700). When a CPP staff member is not familiar with the person picking up a child, CPP staff will check the child's information and request photo ID for positive identification. Families must update their authorization form at the preschool office prior to allowing their child to be picked up by a new person. Children must be signed out daily by the authorized person for pick up.

Community Care Licensing

Protecting children and CPP staff's health and safety is our first and foremost concern. The following summarizes our best practices for supporting children's health and safety.

College Park Preschool's facility is licensed by the California Department of Social Services, Community Care Licensing Division. Community Care Licensing Division(CCLD) regulations outline required health and safety, environment, facility and administration requirements that must be followed by all child care programs.

The CCLD has the authority to interview clients, including children, parents, or staff and to inspect and audit client records without prior consent. The licensing agency has the authority to observe the physical condition of a child, including conditions which would indicate abuse or neglect and have to have a licensed medical professional examine a child. Visits made by CCLD's Program Analysts are written and posted in a visible spot for all families to view for thirty days. To learn more about CCLD's regulations, parents can visit the website at: www.dss.cahwnet.gov/ord/PG240.htm.

Confidentiality

Information regarding the children, families and/or staff is privileged and confidential. CPP staff are expected to keep information shared confidential and not discuss information in front of the children, other families or other staff members.

Parents shall have access, upon request, to their child's record at reasonable times. A written log shall be included in a child's record indicating any time a child's record has been released.

Contagious Illness

Parents will be notified when the preschool has a known case of a contagious illness. Information will be provided about the illness to include: symptoms, how it is transmitted, incubation period, and medical treatment. Guidance will be provided as to when a child with a contagious illness may return to school. Confidentiality of the child or staff member will be maintained.

The following illnesses require exposure notification:

<ul style="list-style-type: none">● Chicken Pox● Conjunctivitis● Fifth Disease● German Measles● Giardia● Hand, Foot and Mouth Disease (Coxsackie Virus)● Hepatitis● Herpes Stomatitis● Impetigo● Measles● Meningitis (Bacterial)● Mumps	<ul style="list-style-type: none">● Chicken Pox● Conjunctivitis● Fifth Disease● German Measles● Giardia● Hand, Foot and Mouth Disease (Coxsackie Virus)● Hepatitis● Herpes Stomatitis● Impetigo● Measles● COVID 19
--	--

Curriculum Planning

Our program believes children learn best through active exploration of their environment and that their environment plays a critical part in learning. We believe that play-based, hands on, and active discoveries are the best means for young children to learn. Our program ascribes to an emergent curriculum which is child initiated, collaborative, and responsive to the children's needs. An emergent curriculum requires observation, documentation, creative brainstorming, flexibility, and patience. Teachers must conduct careful observations of the children and their play, to develop learning opportunities that align with the children's interests. Staff create a classroom learning environment using different learning areas or centers. The teacher's role is to provide an environment that invites children to observe, experiment, and make individual choices.

Diapering and Toileting Learning Policy

It is not required that children be toilet trained in order to be enrolled in our program. Staff will work with each family and child as he/she is ready for toilet learning. Staff will encourage and praise children for her effort. Children will not be forced to remain in soiled clothing or to remain on the toilet, nor will staff use any other unusual or excessive practices for toileting.

Staff will encourage children to carry out all toileting steps (undressing, wiping, dressing and hand-washing) to encourage self-help skills. Staff will help children with these steps as needed. For the safety of the staff and the children, staff should not be alone in the bathroom with one child. If a second staff member is not available to assist in the bathroom, the staff member will leave the bathroom door open and remain in view of another adult at all times. No child is to be left alone in the bathroom at ANY TIME.

Emergency and Evacuation Procedures

Evacuation / Emergency Contingency Plan

In the event of an emergency requiring evacuation from the school (due to fire, natural disaster, loss of power, heat, or water, or other emergency), the following procedures shall be followed:

In case of fire, the director will call 911. Teachers will calmly gather and count the children and then leave from the nearest, safest exit. The director will recount the children and compare this count to the day's attendance in order to ensure that all children are present and accounted for. Teachers will take children to the designated safe spot, located on the steps near the church sanctuary. The director will exit the building with emergency phone numbers and begin contacting parents.

In the event of power, heat, or water loss, or other emergency the director will contact the children's parents to have them picked up early.

In the event that it is not safe to stay on the premises, preschoolers will be evacuated to Hardy Elementary School, located at 5420 Montezuma Road, San Diego, CA 92115. In the event Hardy Elementary is not accessible, the staff and children will evacuate to the Language Academy, located at 4961 64th Street, San Diego, CA 92115. The director will contact and inform the parents if such an event occurs.

Fire evacuation drills will be conducted with all groups of children and all staff each month. The date, time, exit route, number of children evacuated and effectiveness of each drill will be documented.

Enrollment

College Park Preschool does not discriminate on the basis of a child's race, gender or identification, national or ethnic origin, religion or economic status in regards to the admission policies, educational policies, or any of the programs or activities at the school. In order to be eligible for enrollment in the preschool program, the child must be at least two years old by September 1st of the current school year and have an up to date immunization record. Medical exemptions for immunizations must be authorized by a registered pediatrician and documentation must be provided. A registration fee is due upon placement of a child in the program. This fee is non-refundable. Registration fees are assessed annually.

Family Conferences

Family conferences are typically held in March of the school to discuss children's developmental progress. Each classroom will have its own process for signing up to attend. Teachers will assess children's development using our CPP Developmental Continuum and create Power Points and portfolios to review each child's individual progress. All documents will be used to guide the families in understanding their child's developmental level. CPP is closed during scheduled school conference days.

Family Involvement

Families are welcome in our program at any time and are encouraged to be involved in our program. Families complete a CPP Parent Group survey annually to see how they would like to be involved. We offer a variety of ways to be involved in our school community.

- Serve on the College Park Preschool Parent Group
- Be a Room Parent
- Scholastic Books orders
- Be a Mystery Reader
- Help with cooking projects
- Work in our classroom gardens
- Repair equipment
- Be a committee chairperson for a CPP Special event
- Share a family or cultural tradition with the classroom

Food Program

Our program provides a daily snack for the children. We offer healthy choices from 2 of the 4 food groups. Tables are cleaned and disinfected, and children wash their hands prior to eating. Snacks are served family style. Children are encouraged to set the table, serve themselves and clear their area when finished.

Children bring their own lunch from home if they participate in our lunch program. We encourage families to bring healthy choices. Candy, soda, and other high sugar treats are not permitted.

Cooking projects are required once a month for each class (MWF & TTH). Parents are encouraged to volunteer on cooking project days. Classroom cooking projects that involve equipment (making pancakes or oven baking), require a parent or volunteer to assist within the classroom. Teachers must attend to the children and another adult can assist with the cooking.

To ensure the health and safety of food items, all food brought to share at the program must be bought in a store, bakery or local restaurant. Homemade items are not permitted. Food can be prepared on site with approved food sources.

We are a nut-free program. Nuts are not allowed in our facility at any time.

Grievance Policy

At College Park Preschool, we strive to develop open communication. From time to time individuals may have grievances which must be resolved in order to maintain positive relationships within our school. Individuals are encouraged to try to resolve grievances at the lowest level first, informally through discussion.

If this format is not successful, staff may bring complaints to the Director, who will either address the issue or elevate it to the attention of the Preschool Board as necessary. If a parent has a complaint about the Director, she/he should meet with the Director to try to resolve the grievance individually. If this is not successful, parents can contact our Preschool Board. In the event that the Preschool Board is unavailable, the Faith Presbyterian Church Pastor may be consulted.

The following resolution procedures are recommended.

- Arrange for a meeting, without children present, for all adults concerned with an issue.
- If a parent is not satisfied with the outcome of the first attempt at the resolution, the Director can be consulted. The Director will initially meet with each of the parties separately, and then will work toward a consensus and solution.
- When the Director is not able to resolve the issue, the Preschool Board can be contacted.
- If all other attempts to resolve the issue are unsuccessful, the Faith Presbyterian Church Pastor can be consulted.

Health and Illness Procedures

We do our best to safeguard children by keeping a clean environment, conforming to the Board of Health guidelines with regards to hand-washing and disinfecting the classroom and through regularly scheduled toy and classroom sanitation procedures.

Administration of Medication for Children

Medications will only be administered if the required dosage is due during the time the child is at school and under the following conditions:

- The administration of non-prescription and prescription medications for a child will not occur without the written consent of both the parent and the child's physician.
- Medications will not be administered contrary to the directions on the original medication container.
- All medications must be in their original packaging with the child's name, directions for administration, the dosage, number of doses per day, and number of days the medication has been prescribed.

- The medication and/or dosage (prescription or over the counter) being requested to administer must not be the child's initial dose (meaning, the child must have taken this medication or this dosage in the past). A new medication or new dosage of medication cannot be given in a child care program for medication dispensing. The Director will administer medications to a child. In the Director's absence the Classroom Teacher or Office Administrator will administer the medication.

CPP Staff will keep a written record of all administered medications using the Medication Dispensing form. Medications will be stored out of reach of children, under proper conditions for sanitation, preservations, security, and safety.

Children's Illness: Children should not come to school if he/she:

- Had a fever over 100 in the past 24 hours
- Has experienced diarrhea or vomiting within past 24 hours
- Has been on an antibiotic less than 24 hours
- Suspected or confirmed throat, ear, or sinus infections
- Head lice, open lesions in the mouth or on the body
- Any child who does not feel well and is in need of comfort.
- Any non-clear mucus discharge or pink eye.
- Has a rash

Children must be symptom free without medication for 24 hours before returning to school.

A child with a minor cold may attend school as long as he/she is comfortable, not coughing, and nasal discharge is **clear**.

If a child becomes sick at school, the CPP Administrative staff will call the parents first. In the event the parent(s) cannot be reached, the emergency contacts will be called. If we are unable to reach anyone, the child shall rest in isolation at the preschool office, apart from the other children, under direct supervision, and repeated calls will be made until someone is reached.

Emergency Procedure for Children

If a child were to need emergency care due to an injury or a condition which requires more than standard first aid treatment, the following procedure will be followed:

In the event of a life-threatening emergency 9-1-1 will be called first; the parent(s) next. If a child's parent(s) cannot be reached, their emergency contacts will be called. If no one can be reached, the Director shall assume responsibility for the child.

Holiday Celebrations

College Park Preschool strives to honor traditions of the children and families in the program. Holiday curriculum and celebrations are handled in response to child and family input. We strive to make all families feel welcome in our program. Teachers invite families to share seasonal and holiday traditions that have personal meaning to them. We encourage non-commercial holiday traditions, customs, and activities.

Our goal is to ensure that children learn about various cultural traditions in developmentally appropriate ways. We seek to avoid stereotypes and minimize differences. We want to focus on those aspects of family and value which give meaning to each holiday.

We encourage parents to share a song, musical instrument or prepare a traditional dish for a cooking project at school to enhance learning opportunities for all of the children.

Hours of Operation

Our preschool hours of operation are as followed:

Monday - Friday	Program Hours	8:30 am to 12:30 pm
Monday - Friday	Program Hours (Two year olds)	8:35 am to 12:20 pm
Monday - Friday	Hourly Care Hours	12:30 pm to 1:30 pm

Infection Control

Hand washing procedure is implemented throughout the preschool.

- On arrival to the preschool
- After toileting
- After handling body fluids (vomit, urine, feces, mucus, blood, coughing, ect.)
- After water play
- Before snacks, before preparing food, or handling raw foods that require cooking
- After handling materials such as sand, dirt or surfaces contaminated by animals
- Before administering medication or first aid
- After cleaning or handling garbage
- After removing disposable gloves

Disposable gloves must be worn when:

- Diapering or assisting in toileting a child
- Coming in contact with bodily fluids
- Serving food

Disinfectant is used daily to:

- Sanitize contaminated surfaces from bodily fluids
- Sanitize toys/objects used by children
- Sanitize tables and chairs before and after snack time

- Sanitize water equipment
- Sanitize bathroom sinks and toilets after each use
- Sanitize classroom sinks after use
- Sanitize door and window handles, trash cans, and other items used frequently throughout the day

All CPP staff are trained in infection prevention and pest control annually.

Immunizations

AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION
2 through 3 Months	1 Polio 1 DTaP 1 Hep B 1 Hib
4 through 5 Months	2 Polio 2 DTaP 2 Hep B 2Hib
6 through 14 Months	2 Polio 3 DTaP 2 Hep B 2 Hib
15 through 17 Months	3 Polio 3 DTaP 2 Hep B 1 Varicella
	On or after 1st birthday: 1 Hib* 1 MMR
18 months through 5 years	3 Polio 4 DTaP 3 Hep B 1 Varicella
	On or after 1st birthday: 1 Hib* 1 MMR

Medical Exemption requirements:

Starting January 1, 2021:

- Medical exemptions can only be issued through the California Immunization Registry –
- Medical Exemption website ([CAIR-ME](#)) by physicians licensed in California.
- Schools and child care facilities may only accept from parents new medical exemptions that are issued using CAIR-ME.

Inclusion and Special Needs

Children diagnosed with a special need by a professional should be brought to the attention of the Director. The preschool will make an individualized assessment about whether we can meet your child's particular needs without fundamentally altering our program. We are not required to accept or keep children who pose a direct threat to the health and safety of others or if meeting the child's needs, adding additional staff, would impose a financial hardship to the preschool. Parents should provide a copy of the child's Individualized Educational Plan (IEP) or Individual Family Service Plan (IFSP) to the Director. Parents and teachers will meet prior to the beginning of school to discuss developmental goals and ways the preschool can attain their child's goals and needs. If appropriate, we welcome consultation with therapists to support the child within our program. Parents must provide written consent for visits, prior to allowing therapists to visit the classroom.

Medication Policy

Best practices state all medications should be administered before or after school at home by parents or trained medical personnel. CPP **does not administer non-prescription or unauthorized medications, including sunscreen**. CPP will administer prescription medications authorized by a doctor. Prescription medications must be in the original container with the pharmacy label.

Prescription medications must include the following:

- Doctor's name and phone number
- Date of prescription and doctor instructions
- Child's name, name of medication, dosage, and dosage frequency instructions

Parents must complete a Medication Administration Form if they want the preschool to administer medication with authorization from the child's pediatrician. This includes inhalers and Epi-pens used for ongoing health issues. Medication Administration Forms can be obtained from the preschool administration staff. If medication is administered during preschool hours it will be recorded with time, dosage, name of person administering the medication, and date. Medical authorizations must be reviewed and updated annually.

Epi-pens, Benadryl, and inhalers can be kept at the preschool for use during emergency situations. All emergency medication is stored in a locked cabinet in the child's classroom. Medications must not be expired. Parents must provide a Medical Plan of Action from their child's pediatrician. It must include when and how the medication should be administered.

Below are the procedures for medication administration:

- Parents must complete the Medication Authorization Form and be sure to have their child's pediatrician complete the medical section.
- All medication adhere to the following directives:

- Be in the original container and have the child's first and last name written on the container.
 - Have a visible and current expiration date (no medications past the expiration date can be administered).
 - State the name of the medication.
 - Indicate the time medication should be administered including under what circumstances the medication should be administered.
 - Criteria for determining when medication needs to be administered.
 - The dosage amount of the medication to be administered.
 - Manner in which medication should be administered.
 - Medical conditions, possible side effects that should be monitored.
 - Length of time the authorization is valid if less than six months.
- Medication administration must be demonstrated by the parent to the CPP staff to ensure it is being administered correctly.

Nature Space

The Nature Space is considered to be an extension of the Outdoor Classroom, however it a separate area and when used should be considered as equivalent to a class field trip. The Nature Space consists of garden boxes, the mud kitchen, and free space for nature play. Teachers are encouraged to visit the Nature Space at least once a week, per class group (MWF & TH). Two adults must be present in the Nature Space at all times. Parent Volunteers can serve as the second adult in the Nature Space. However, volunteers can not be considered in calculating the teacher-to-child ratio, so when utilized teachers must follow their classroom ratio policy.

Parking

Parents are provided a parking pass to be used for parking in the Faith Presbyterian Parking lot. Each family will be provided two parking passes. Additional parking passes can be requested at the preschool office for family members or caretakers who will participate in dropping off or picking up a child.

College Park Preschool Parking passes must be adhered to the lower left corner of the vehicle's windshield. Faith Presbyterian Church checks the parking lot daily and will administer warning tickets for unidentified cars. If you do receive a warning ticket, please give the ticket to the Director so that the church can remove your car's information from their "Cars to Tow List".

Parents must park in the third and fourth rows, indicated by white parking lines, nearest to the preschool facility. The two rows closest to the preschool, indicated by yellow parking lines, are reserved for CPP staff ONLY. Parents are prohibited to park in handicapped parking spaces, even momentarily, without a handicapped parking decal.

Children are not to be left alone in any vehicle while on Faith Presbyterian Church grounds. Parents must ensure all young children are removed from the car during drop off and pick up.

Children are not allowed to play in or near the school parking lot. This includes the parking spaces closest to the preschool office. The parking lot is an active, busy space with a lot of traffic and is not a safe place for children to be.

As required by California State Law, all vehicle occupants shall be secured in an appropriate restraint system. All families must adhere to the seat belt and car seat laws provided in the CPP registration packet.

Additional information about car seat regulations can be found at:

<http://www.chp.ca.gov/community/safeseat.html>

Preschool Board

CPP has a Preschool Board to support the operations of the preschool. The CPP is composed of two current preschool parents, three Faith Presbyterian Church members, and one teacher representative. The Preschool Board supports the Director by providing oversight and guidance. This oversight includes the setting of policies and goals for the preschool, hiring of new staff, and approval of the annual budget. The Preschool Board members serve a two year term for parents and the staff member, and three years for church members. The pastor of Faith Presbyterian Church is an ex officio member.

Positive Guidance and Discipline Policy

The goal for CPP staff is to create a classroom community where children and teachers work, play, and learn together. Teachers must set the stage so that constructive behavior is encouraged in a variety of ways. The areas that we can plan ahead are room arrangement, materials, transitions, and teacher behavior. We know that a nurturing, well-organized, interesting environment is an important foundation for supporting positive interactions among children. There are also certain techniques that teachers can use to guide children to internalize expected behaviors. The environment, techniques, and expected behaviors are all based on knowledge of developmentally appropriate practice.

College Park Preschool's approach to guide behaviors (discipline) is based upon best practices from child development and a child's sense of self-control. We encourage positive social-emotional behaviors and help children with impulse control and emotional regulation. Our goal is to help children learn to control their own behavior. Therefore, we work with children to use active listening skills, understand and accept feelings, and to use their words for communication.

Due to their developmental age, young children are not capable of understanding the ramifications of many of their behaviors; therefore, they need to be encouraged to make good choices and to be prevented from harming themselves and/or others. This can best be accomplished through close supervision, gentle guidance, acknowledgement of feelings and

redirection. This often requires the adult to verbalize and model feelings for them. CPP works to help children identify feelings and verbalize expectations.

Another important disciplinary approach is to remember that small children are very egocentric and therefore are not yet capable of understanding the concept of sharing and taking turns. Thus, it is our responsibility to lend guidance through redirection when conflict situations occur.

Caring for young children requires considerable patience, as they often need to be reminded about safety rules over and over again. Each ground rule will be stated clearly and precisely and then the child will be helped to follow the rule by showing other acceptable, safe activities. The CPP emphasizes teaching children how to solve their own problems and resolve conflicts.

When children engage in high potential to harm and repeat inappropriate behavior, CPP teachers will recount the events for the CPP Director and the child's parents. When such behaviors persist, a team composed of the CPP teachers, the CPP Director, and parents will meet. Together, this group will plan classroom modifications and follow-up procedures to help the student become successful. Persistent violation of the rules or extreme/dangerous behavior that disrupts the learning environment may result in suspension or dismissal. Cooperation and communication between the school and family are essential for children's positive growth and development.

Suggested techniques to guide behaviors:

- Setting the tone
- Setting clear limits
- Presence
- Modeling
- Predictable routines
- Room arrangement
- Materials
- Transition techniques
- Positive redirection
- Add novelty
- Help children with conflict
- Explain your intervention
- Accept children's feelings
- Help the child/children verbalize
- Give choices
- Time away from play
- Teacher shadowing

In accordance with best practices, as well as CCLD State Licensing regulations, physical punishment, restraining of children, humiliation, or verbal abuse are not permitted. Children are never denied food or forced to eat or punished for toileting accidents or not using the toilet.

When it is necessary to speak with a child about a behavioral issue, CPP staff will speak with the child away from the group or speak quietly to ensure the child's privacy and self esteem are protected.

Program Responsibilities

Providing information to the Community Care Licensing Division for the State of California.

The licensee must make available to the CCLD information required to be kept and maintained under these regulations and any other reasonably related requirements of these regulations. This includes child records. Authorized employees of CCLD are not to remove identifying case materials from the center premises and are required to maintain confidentiality of individual records.

Reporting abuse or neglect.

All CPP staff are mandated reporters. They are required by law to report suspected abuse or neglect to either Child Protective Services or to the licensee's program administrator. The licensee must provide policies and procedures for reporting prior to enrollment into the program.

Notification of injury

The licensee must notify families of any injury to a child that requires emergency care. They must notify families in writing, within 24 hours, if any first aid was administered. CCLD must also be notified if the injury requires medical care.

Outdoor Play Policy

Gross motor activity is important to a child's health and for their fine and gross motor growth and development. Outdoor play is part of each classroom's schedule. The children will go outside to play every day. In the event of inclement weather (too cold, too wet or too hot), staff will ensure at least thirty minutes of gross motor play indoors in the classroom.

Outside Services Policy

Staff are not encouraged to provide services (babysitting) with current enrolled families in the program or alumni families. If staff do engage in services, an Outside Services non-liability form must be obtained from the Director and signed by the staff member.

Mentor Program

College Park Preschool is part of the California Early Childhood Mentor Program. Mentor teachers accept student teachers into their classroom and are responsible for guiding their student teacher during all of the laboratory hours required by the practicum course. That means the Mentor teacher is in the classroom at all times whenever the student teacher is present. She also meets with the student teacher before or after school on a weekly basis to answer the student teacher's questions and discuss Early Childhood Education concepts.

Non-Discrimination Policy

College Park Preschool does not discriminate on the basis of race, religion, ethnicity, cultural heritage, political beliefs, marital status, national origin or sexual identification or preference.

Referral Services Policy

In the event that the program staff feel that an assessment for additional services would benefit the child, such as social, mental health, educational, and medical services, including but not limited to dental check-up, vision or hearing screening, *the teacher will bring this to the Director's attention, write a statement for the reason for the referral, including a brief summary of the teacher's observations related to the referral.* A conference will be requested with the parents and the teacher(s) and director will attend if needed. The written statement will be provided to the parents at the meeting and a copy will be placed in the child's file.

CPP uses the *Ages and Stages Questionnaire (ASQ)* and *Ages and Stages Social-Emotional Questionnaire* to screen for possible developmental delays in all areas. Both of these developmental tools help the parent and CPP staff determine if a more comprehensive assessment is warranted for early intervention or special education services. The Local Education Agency or Regional Center completes the formal assessments.

We will offer assistance to the child's parents in making the referral and shall have written parental consent before any referral is made. Supportive services to the program, including consultation and educator training, may also be an option pursued. The Director shall maintain a written record of any referrals, including the parent conference and results.

Security

College Park Preschool is located across from San Diego State University and is considered an urban area of San Diego. The area is high traffic for SDSU students and community members. The following guidelines are to support CPP security policies:

- All CPP staff, parents and guardians must enter through the front gate, located in front of the preschool office. Photo ID may be required for persons not able to be identified by CPP personnel. Parents and Staff are not permitted to enter/exit through gates designated as an emergency exit.
- Unauthorized visitors will not be permitted.

- Visitors must sign in and out at the visitor desk. They will need to provide reason for their visit, as well as wear a visitor's badge while on preschool grounds.
- The main entrance gate will be locked as soon as most children have been dropped off, between 8:45 am to 9:00 am. The gate will remain locked during school hours.
- A door bell is located outside of the main gate to alert CPP Staff if someone wants to enter the program. Please do not allow children to play with the doorbell.
- Doors will be unlocked from 12:15 pm to 12:45 pm for pick up. At 12:45 pm the gate will be relocked and remain locked for the remainder of the day.

Sign In and Sign Out Procedures

California Community Care Licensing Division regulations **require a parent or authorized person to sign the child in and out of preschool with a full signature. Initials are not permitted.** Parents release responsibility of their child to the preschool at drop off and assume the responsibility at pick up. The preschool can be fined for incomplete or missing signatures from CCCL.

Please sign in your child each morning with a full signature. When your child is picked up, another full signature is required to indicate the child has been released. Children may be picked up by caregivers authorized on the Identification and Emergency Form. Please inform the school if another person is allowed to pick up your child. These names will be kept on file in the child's folder. Teachers will ask for a picture ID if they are not familiar with the person picking up a child. Children can only be released to persons 18 years or older.

Staffing

CPP's staff have been selected for their educational qualifications and work experience in the field of early childhood education. They must meet the minimal education requirements and are required to have a Background Clearance Check cleared prior to employment. CPP staff have a genuine interest in working with young children and are advocates for children and their families. CPP has five classrooms. Each classroom has two co-teachers who work in tandem to support their program. An Art Studio Teacher and Outdoor Classroom Teacher are also present on location. The administrative team for CPP consists of an Office Administrator, Program Specialist, and Director.

Social Media and Photography/Recording Policy

We take pictures of the children throughout the year for use in our newsletter, website and Facebook page. Before ANY pictures are taken, each family must give separate permissions for each of the following: Social Media (Facebook, website use), Photographs to be used on-site (newsletters and in the classroom), and recordings (video recordings of any kind). Parents are given these forms to complete upon enrollment. Each staff member must be aware of which parents have and have not given permission for these photographs.

Summer Fun Program

Summer Fun is a six-week summer program offered at College Park Preschool. Enrollment is offered with three two-week-long sessions and is done on a first come, first serve basis. Program days are Tuesday - Thursday, for four hours per day. Registration is offered to currently enrolled families in April of each school year.

Termination of Enrollment

Termination is always a last resort action which is carried out only when the Director and teachers feel that such action is in the best interest of the child or other children enrolled. If the preschool is unable to meet the needs of the child and/or family, every effort will be made to refer a parent to a more appropriate program for the child. The circumstances under which a child may be suspended or terminated are explained below:

- The child's health and safety at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.
- Unwillingness of the parent(s) to work with the teachers in the management of their child's behavior, and/or refusal to follow the preschool's recommendations for outside support services.
- The child's developmental needs are not being met at the preschool due to general immaturity. Behavior indicative of a child's immaturity may include severe separation issues, excessive need for teacher attention, and inability to function independently or with the group.
- The child exhibits extremely aggressive behavior which endangers other children or staff.
- The child has individual special needs which require accommodations causing an undue burden on the preschool.
- If suspension or termination is due to the child's behavior, College Park Preschool will give specific examples, and let parents know how the child may return following seeking support services along with a change of behavior.. Parents will receive a written explanation of the reasons why, and the circumstances under which the child can return.
- Parent's display of inappropriate behavior toward staff or children. This may include: disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.
- Falsifying information on child enrollment forms.

Toys From Home

Toys from home are not permitted. Children should be instructed to leave all personal items at home or in the car for use after school. Personal items can get lost or broken and cause disagreements or hurt feelings. CPP provides toys and materials appropriate for a full day of play and learning, so toys from home are not needed. Small comfort items, such as blankets or small stuffed animals are permitted, but the preschool will not be responsible for any items lost or broken while at school.

Tuition and Fees

Tuition is paid on the first day of each month, starting in September and ending in May for each school year. Tuition is divided into nine payments; therefore, tuition is the same each month regardless of the number of holidays observed or school closure dates. We do not issue refunds or credits for school closures, child illness, *unavoidable emergency school closures*, power outages, or family vacations. Tuition is considered to be delinquent if not paid by the 10th of the month.

Tuition payments can be paid via our online billing system, Procure, or by check. ACH payments through Procure are free of charge. Credit Cards are accepted with a 3% convenience processing fee. Check payments are made to College Park Preschool and can be dropped off in the payment box located across from our Parent Communication Board.

Fees include:

- *Wait List Fee*- This is a non-refundable payment for placing a child on our school waitlist. All families must be on the waitlist to be considered for enrollment.
- *Annual Registration Fee* - This is an annual non-refundable fee when re-enrolling and enrolling a child at CPP.
- *Late Payment Fee* - Payments that are received after the 10th of each month will be charged a late fee of \$5.00 per day until the bill is paid in full.
- *Late Pick Up Fee* - Accounts will be charged \$5.00 per child, each five minutes for late pick up. Fees will be added to the monthly tuition bill.
- *Hourly Care Fee*- Hourly Care is billed by the hour and daily. Fees are added to the monthly bill. Rates vary year to year.

Non-Payment of Tuition

Tuition fees are due on time each month. We will take the following actions if your bill has not been paid in full after 30 days. Late payment fees will be charged until the bill is paid in full.

- We will offer a payment plan to pay off the bill and require all future payments be done on time. If the account is paid late during the payment plan, a termination notice of two weeks will be issued. Outstanding accounts are obligated to be paid for regardless of termination status.
- If an account is not paid in full when a family leaves the program, CPP will begin the collection process through the State of California to collect the payment.

Volunteers

Parents and student interns can be a wonderful experience in the classroom. Volunteers must complete all paperwork required by the CCCL. Any individuals wanting to volunteer within the classroom or program should speak to the Director.

- Volunteers must attend a volunteer orientation, offered twice a year by the Director.
- Volunteers must sign into the Visitor Log, located outside the preschool office, each time they volunteer.
- Volunteers must wear a volunteer badge at all times
- Volunteers must be under the direct supervision of a qualified staff member at all times.
- Volunteers are not to be with a child alone nor are counted as an adult in the parent to child ratio.
- Volunteers must meet immunization requirements and provide documentation of immunizations to be kept on file in the preschool office.

Withdrawal Policy

It is understood that children are enrolled in the program for the entire school year. **Parents are required to provide a two week written notice to the preschool office to withdraw from the program.** No refunds will be issued for the last two weeks in June in case of early withdrawal or family vacations.

Closing Statement

Thank you for choosing College Park Preschool. We are committed to creating an amazing learning experience for young children. We will do our best to keep you informed and update you regarding our program. We encourage you to be involved in the preschool and communicate the needs of your child and family. We look forward to getting to know you and your family during your child's time here at College Park Preschool.