



# PARENT HANDBOOK

## Amendments to CVPS parent handbook due to COVID-19 Pandemic

Effective August 2020 until further notice

All amendments are in accordance with mandates by Community Care Licensing, San Diego County Department of Health, State of California, CDC and best practice recommendations by NAEYC & CAEYC. They are subject to change at any time with little to no notice. Some policies may be modified or lessened before others.

Please read each line carefully and initial on the designated line. Please return the initialed copy to CVPS (must be received before your child can begin attending). A copy will be available on our website at all times for quick reference. These are amendments made to our standard policies & procedures and negate any lesser policies in the original handbook, but do not eliminate any other specifics of the standard handbook.

### Hours of Operation

Due to very strict mandates surrounding child to staff ratios, disinfecting procedures, California labor laws and the requirement to keep stable groups of children and staff that do not mix, we must modify our hours for the time being.

***Our hours at this time will be 7:30am-5:30pm***

***Drop off times will be scheduled and you will be notified of your drop off time and location.***

***Pick up times will be 12:15pm-12:30pm (half day), 2:45pm-3:00pm (late pickup fees may apply) & 5:15pm-5:30pm (late pickup fees may apply)***

Please be on time and expect a short wait as we screen each family. Children arriving after 9:00am will not be accepted onto campus that day. If you need to make a special arrangement to drop your child after 8:30am (but before 9:00am), you must contact CVPS in advance, as our campus is closed and a special arrangement will need to be made for a CVPS staff member to screen your family in the parking lot and escort the child to campus. Each family is limited to a maximum of 3 late drop off accommodations in an 8 week period. When picking up, please park and walk up to your child's designated area to claim your child from their teacher. Please do not park in the loading zones or motorcycle parking areas. Please maintain at least 6ft of space between yourself and other families. Drive slowly and cautiously as foot traffic will be much higher than normal. **Masks must be worn by all adults on campus at all times.**

\_\_\_\_\_ Parent/Guardian Initials

The following schedule options are being offered:

Half Day: 8:30am-12:30pm

Full Day: 8:30am-3:00pm

Extended Day: 7:30am-5:30pm

5 Days (Monday-Friday)

3 Days (Monday, Wednesday, Friday)

*Due to the requirement to maintain stable groups of children, no 2 day schedule is being offered at this time as it increases the amount of exposure and violates mandates and best practice guidelines.*

\_\_\_\_\_ Parent/Guardian Initials

### Sign In & Sign Out

To minimize contact and follow best practices for social distancing, CVPS staff may need to take over signing each child in and out each day. This does not allow CVPS staff to take any child off campus for any reason other than emergency purposes without additional written consent.

\_\_\_\_\_ Parent/Guardian Initials

### Additional Hours

At this time, additional hours are very limited and requests must be made 24hours in advance. We cannot guarantee that we can accommodate requests.

\_\_\_\_\_ Parent/Guardian Initials

## Absences

Please notify us via email or phone by 9:30am if your child is not attending due to illness. If you are leaving a message or sending an email, please let us know if any symptoms of COVID-19 are present with your child, any member of the immediate household, or anyone your child has been in contact with. \_\_\_\_\_ Parent/Guardian Initials

## Illness Policy

Children who begin exhibiting any of the following symptoms while at school will be sent home immediately (within 30 minutes of school contacting parent/guardian/designated pickup person) and cannot return until they are symptom free for a full 3 days without the aid of medication. The day they are sent home does NOT count as part of the 3 days. A note from a physician will be required before they can return. **A note from a physician will not permit them to return sooner than the 3 days.**

- Fever (99.9 or greater)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. We will use the most up to date list as posted on the CDC website.

If your child or any member of their immediate household begins to exhibit any of the symptoms listed above, we ask that you report it to CVPS immediately and remain off campus for a full 3 days once all symptoms are gone, without the aid of medication.

If your child or any member of the household comes into contact with a COVID positive person or suspected positive person, please report it to CVPS immediately and remain off campus for 14 days or until a negative test has been obtained by the suspected positive person. \_\_\_\_\_ Parent/Guardian Initials

## Lunches & Snacks

At this time, no snacks will be provided by CVPS so as to limit possible exposure to COVID-19. All snacks and lunch items should be brought from home each day in packaging that your child can open independently. If possible, please bring these items in a lunch box that can be disinfected with wipes or spray before we take them into the classroom. Please send your child with a refillable water bottle that is spill proof and made of a material that can be disinfected. Make sure lunch boxes and water bottles are labeled with your child's name. As always, water will be made available to every child in each classroom. We have eliminated drinking fountains and will offer individual bottles or pitchers that can be used (by staff only) to refill water bottles sent from home. **At this time, we will not be warming food.**

1 snack should be sent for all children enrolled in a Half Day schedule.

2 snacks should be sent for all children enrolled in a Full Day Schedule. \_\_\_\_\_ Parent/Guardian Initials

## Miscellaneous

-Sunscreen should be applied by a parent/guardian right before dropping off, but we will reapply each afternoon for our full and extended day children. Due to social distancing requirements, we are currently only accepting spray style sunscreen that will be stored in each child's classroom. \_\_\_\_\_ Parent/Guardian Initials

-Though masks are not currently required in licensed childcare centers, they are strongly recommended, especially when children cannot maintain 6ft of distance when indoors. We will encourage children to wear a mask in those instances but **we will not and cannot force a child to keep a mask on**. If you would like your child's teacher to encourage your child to wear a mask outside of the circumstance listed here, please let us know and we will do our best. A clean mask labeled with your child's name should be sent with him/her each day. We also require 2 masks stored in each child's cubby at all times. Please label them and store them in a ziplock style bag. Soiled masks will be sent home and should be replaced with clean ones the next day. \_\_\_\_\_ Parent/Guardian Initials  
\_\_\_\_\_ I do not want my child to wear a mask at any point, but understand 2 must still be stored in their cubby.

-Please send your child in shoes that can be sprayed with disinfectant if needed. Remember that we do not allow flip flops, crocs, open toed shoes, high-heels or dress up shoes. \_\_\_\_\_ Parent/Guardian Initials

-Absolutely no toys, games, books, comfort items, pillows or sleeping bags are permitted. \_\_\_\_\_ Parent/Guardian Initials

-Nap items (fitted crib sheet and small blanket only) should be brought to school in the designated bag on Monday and taken home Friday. \_\_\_\_\_ Parent/Guardian Initials

-No backpacks should be brought to and from school each day. The only items that should come/go on a daily basis are a lunch box and reusable water bottle. \_\_\_\_\_ Parent/Guardian Initials

If any member of the household has traveled outside of California for work or pleasure the enrolled child will not be permitted to attend for a full 14 days. \_\_\_\_\_ Parent/Guardian Initials

We realize these policies seem strict and may at times be inconvenient for our families. The professionals overseeing the childcare sector are erring on the side of caution for the greater good of all children and staff currently in childcare settings. Our main goal each day is to keep ALL of our enrolled children safe and healthy.

We must screen for symptoms each day. We realize that symptoms are at times due to teething, ear infections, basic colds, etc. Please understand that if a CVPS staff member tells you your child cannot be signed in because they have observed symptoms listed in our illness policy (above) it is because we are doing as directed by one or more agencies and because we want to keep all of our children, families and staff safe. We ask that you are patient and respectful. If you are denied attendance and have questions, please email [holly@gracepointsd.com](mailto:holly@gracepointsd.com) \_\_\_\_\_ Parent/Guardian Initials

We understand that often times parents try to treat symptoms with OTC medications such as Motrin or Tylenol. We ask that if you have given your child any medication that may reduce or mask any of the symptoms listed in our illness policy (above), you keep your child home until they are no longer in need of any medications for a full 3 days. \_\_\_\_\_ Parent/Guardian Initials

Please reach out to us with any questions and visit our website often for updates under our "covid" tab.

Thank you and many blessings.

CVPS Staff

# Welcome to Carmel Valley Preschool!

*A short note from Bob Johnson, Pastor of Grace Point Church:*

On behalf of Grace Point Church, welcome to Carmel Valley Preschool! We feel it is a privilege and responsibility to offer Carmel Valley and our surrounding communities an excellent preschool.

With so many pressures on families today, we don't want you to have that additional worry about whether your child is in a safe, fun, nurturing environment. One of the reasons why we maintain our standards of excellence concerning our staff and campus is to help you relax and feel good about allowing us to be partners with you in your child's precious early development years.

Sincerely,

Bob Johnson

*A short note from Holly Smith, Director of Carmel Valley Preschool:*

Welcome to our school! We are so happy to have your child and your family here with us. It is an honor to be entrusted with the education and well-being of your child. All of us here at Carmel Valley Preschool will do our best each day to give the children a positive and enriching experience.

Please feel free to contact me at any time with any questions or concerns.

Sincerely,

Holly Smith

## **Quick Reference to Policies**

**\*Tuition payments are paid on a monthly basis. They are due on the 1<sup>st</sup> of each month and considered late after the 5<sup>th</sup>. No extensions are made for weekends or holidays.**

**\*Carmel Valley Preschool is a nut free school. Please do not send or bring any food items that contain any peanut or tree nut products.**

**\*Children sent home ill from school may not return until they are completely symptom free, without the aid of medication AND at a minimum, they must remain out the next full day after having been sent home.**

**\*Children that have missed 3 or more consecutive days due to illness, cannot return without a note from a physician.**

**\*Lunches must be sent from home each day. Every Friday the school offers the option to purchase “fun lunch” for a fee. Children must be signed up to receive fun lunch in advance, and will be billed accordingly.**

**\*No medications (including over the counter) will be administered without a note from a physician that clearly states dosage instructions and a consent form from the parent. All medications must be in the original packaging.**

**\*We are a faith based school and parents will not be able to “opt out” of Christian Value Lessons or Chapel activities.**

**\*Tuition must be paid in full to keep your child’s spot in our school when out for an extended leave.**

**\*All clothing left in cubbies as well as bedding for nap time must be labeled with your child’s full name. Soiled clothing should be taken home at the end of each day. Bedding must be taken home for laundering at the end of each week. No full-size pillows, blankets or sleeping bags. All nap bedding must fit in the provided storage bags.**

Carmel Valley Preschool (CVPS), operated by Grace Point Church, is a non-profit organization licensed by the California Department of Social Services/Community Care Licensing (CCL). We would like to welcome you to our school and acquaint you with our school philosophy and policies. Please read this handbook in its entirety and let us know immediately if you have any questions.

### Mission

We serve as an outreach of Grace Point Church, committed to integrating educational excellence with the Bible based teachings of Jesus Christ. Please see our Statement of Faith section in this handbook.

### Purpose Statement

The purpose of CVPS is to provide a quality program in an environment that will encourage your child's growth intellectually, physically, spiritually, socially and emotionally.

### Teaching Philosophy

We feel teaching is ...

- Inspiring our children rather than merely filling them with facts.
- Responding to our children rather than demanding of them.
- Motivating our children to discover on their own rather than relying on another's discoveries.
- Training our children to think rather than repeating other's thoughts.
- Encouraging our children to make individual choices and helping them to grow in confidence and interdependence with others.
- Exploring to find lessons in everything our children see, hear, smell, taste and touch and bringing them together to give deeper meaning and fulfillment to life.

## Our Staff

We believe that one of the keys to a successful center is a strong staff. All of our staff have a love for children, are committed Christians and are experienced Early Childhood Educators. Each of our staff members meet and, in many cases, exceed the requirements that are set by CCL. In addition, staff members are certified in CPR, First Aid, and Health & Safety and have undergone an extensive background check. We sincerely believe it is both a privilege and responsibility to care for and nurture your child. Thank you for entrusting your child to our strong team.

## Changes to Policies, Fees or Tuition

CVPS may modify this handbook, change policies, fees or tuition rates to better suit the needs of the school. You will be given a minimum notice of 30 days before any change goes into effect.

## Admission Policy

Children are accepted on a non-discriminatory basis. Our center is open to all children regardless of race, nationality or creed who may benefit from our type of programs. We offer preschool education for children 2 years old up to Kindergarten. Children that are not fully potty trained will be enrolled into our 3-year-old program on a limited basis and will be charged a Toileting Assistance Fee on a monthly basis until they are completely potty trained.

CVPS does not have specialty programs for children with moderate to severe learning, emotional, behavioral or physical handicaps. We will make every effort to accommodate and include all children, but we reserve the right to place your child on a two-week probationary status pending his/her adjustment to the school.

First priority in enrollment will be given to returning children followed by siblings of current students, then to members of Grace Point Church. A reasonable balance of ages and sexes of children will be taken into consideration when assigning students to a classroom. If we find that we cannot meet a child's needs, we reserve the right to terminate enrollment.



## State Licensing Requirements

As previously stated, we are licensed by CCL and must operate within Title 22 regulations written and enforced by the agency. CCL reserves the right to make unannounced visits to the school and during those visits they may do any of the following:

- Interview children-either with a staff member present, or alone
- Interview staff
- Review records
- Inspect the entire facility

CCL also requires that the following be on file for each child enrolled in the school:

- Physician's report
- Up-to-date copy of immunization records
- Identification and emergency information
- Consent for emergency medical treatment
- Pre-admission health history-parent's report
- Notification of parent's rights
- Personal rights
- Signed copy of school Handbook receipt
- Other miscellaneous forms that are on an as needed basis for specific situations
- Daily signatures for drop off/pick up of each children-cannot be done by school staff

## Sign In & Sign Out

CCL requires that each child be signed in and out with a full legal signature by a parent/guardian or authorized adult. No initials are allowed. Children who are regularly not signed in or out may be asked to leave the program. When dropping off or picking up it is crucial that you not only sign the sign in/out sheets but that you also make contact with a CVPS staff member to inform them of your child's arrival/departure. Never leave your child unattended in a classroom or on the exterior campus grounds.

If you are dropping off during a circle or activity time we respectfully request that you make your transition quickly and quietly so as not to disrupt or distract the other children. For half day pick-ups, please be courteous of our napping children and be out of classrooms and off the playground with your child no later than 12:45pm.

No child can be dropped off at school later than 11:45am. If your child will arrive later than 9:00am, you must notify the office so we can plan accordingly for snacks and ratio coverage.

Children cannot be released to anyone under the age of 18 and/or not listed on your child's authorized pick-up list. We will accept a note or email giving temporary authorization for an adult not listed on your child's regular authorized pick-up list. We cannot accept verbal permission via phone call.

### Hours of Operation

The following schedules are offered:

Half Day*	08:30am-12:30pm
Full Day*	08:30am-03:00pm
Extended Day	07:30am-06:00pm

\*Early drop off at 07:30a can be added for an additional fee. On a case by case basis, and depending upon availability, we can occasionally offer an expanded day pick up time for the same additional fee charged for early drop off.

All programs are offered 5 days (M-F), 3 days (M, W, F) or 2 days (T, Th). We are unable to accommodate special schedules. Children are placed in a program by birthdate. In most cases, children who are three by September 1<sup>st</sup> will start in the 3 year old class; those who are four by September 1<sup>st</sup> will be placed in a 4 year old class. Two year old children will be placed in the 2 year old program with the exception of those on the older end who may be nearly potty trained. Those children will be evaluated on a case by case basis and *may* be placed in our 3 year old class that offers toileting assistance for an additional monthly fee. Additional classrooms may open throughout the year and the age ranges for those rooms will be determined based on demand.

The preschool may combine classes when census is low (such as when public schools are not in session for holidays.) The school will never operate at more than a 12:1 ratio (with the exception of nap times where ratios are increased to 24:1), per CCL regulations.

### Holidays & Staff In-Service Days

The school observes the following holidays and staff in-service days. No tuition credits or discounts are given for closures. Any additional closures will be posted with a minimum notice of 30 days. This does not apply to closures for emergency purposes such as fire, earthquake, gas leaks, lack of water, etc.

- \*Christmas Eve Day-New Year's Day
- \*Labor Day
- \*Thanksgiving Day & Friday after
- \*President's Day
- \*June in-service day
- \*Veteran's Day
- \*Independence Day
- \*Martin Luther King Jr. Day
- \*Memorial Day
- \*Winter in-service day (December or January)
- \*August in-service days
- \*Good Friday

*\*Please see current school calendar for any additional days*

### Additional Hours

Extra hours are available upon request if census will allow for proper ratios to be maintained. These hours will be billed to your account and must be paid with the upcoming month's tuition. No child can arrive before 07:30am or stay later than 06:00pm when adding hours. All requests for additional hours must be received by 10:00am. For our half and full day programs, we offer early morning (7:30am) and late afternoon (4:30pm) pickup to be added on for an additional fee. This is offered based on (limited) availability. Please see our tuition form for most current rates.

### Late Pick-Up Charges

Our center closes at 06:00pm. There will be a \$1.00 per minute late pick-up charge for children still here after 06:00pm, as well as an immediate \$25.00/fee. Calls to notify us that you are running late are greatly appreciated, but will not eliminate any late pick-up fees. Children habitually picked up late may be excluded from the extended care program. Children on a half day or full day schedule will be charged the same fees for pick-up after 12:30p (half day) or 3:00p (full day).

Please note: If a child has not been picked up by 06:30pm (and there has been no contact by a parent/guardian) the school will call the San Diego Police Department and request that they pick the child up. For liability reasons our staff may not drive your child home

### Absences

Please call to report if your child will not be attending school for any reason. Reporting to us if your child will be out due to illness is especially important. Having this information is helpful to us so that we can look for similar symptoms of illness in our other enrolled children. It is also helpful in determining whether or not we can accommodate extra hours requests from other families. All contagious diseases must be reported to us immediately so that we can inform other families and the appropriate agencies, if necessary.

If your child is going to be out of the center for planned or extended vacations, please notify us so that we can plan accordingly for staffing. No discounts or tuition credits are given for absence, no matter the reason. To hold your child's spot when they will be away for an extended amount of time, tuition must be paid in full.

### Illness Policy

Your child's health is important to us. We are responsible for ensuring that children showing signs of illness are not permitted to attend school while symptoms persist.

If your child missed 3 or more consecutive days of school due to illness, they may not return without a note from a physician. Children may not return to school until they have been symptom free for a full 24 hours without the aid of medication. Children sent home sick from school must be out for at least the next full day. For example, if your child attends M-F and they are sent home with a fever on Tuesday, the earliest they can return is Thursday if all other criteria are met. If you are called and asked to pick up your child you must do so within 1 hour (60 minutes) of the initial call. If we are unable to reach you and you do not return our phone call within a reasonable amount of time, we will begin calling people on the emergency contact list in your child's file.

Your child will be sent home/should be kept home if he/she has any symptom of a communicable disease such as:

- Fever within the preceding 24 hours
- Sore throat or earache
- Eye infection (conjunctivitis or pink eye) or any eye discharge that is yellow or green in color
- Sneezing, persistent coughing, runny nose, watery eyes. Coughing and or runny nose must be under control so as not to interfere with school activities or impact your child's physical well-being.
- Unexplained rash or skin eruptions.
- Vomiting or diarrhea (including instances within the preceding 24 hours).
- Flushed face, fever, listlessness, headache, lack of appetite, refusal to ingest fluids.
- Head lice or nits.
- Any behavior signs that are out of the ordinary for your child.

If the school receives a report of any child diagnosed with a communicable disease we will immediately post possible exposure signs within each classroom.

#### Illness Policy During Cold & Flu Season-October 1- March 31 (unless extended by the CDC)

From October 1<sup>st</sup>-March 30<sup>th</sup> we will follow an adapted sick policy. We ask that if any family member in your home has exhibited signs of the flu or any "stomach bug", that any children you have enrolled at CVPS remain home until all members of the family are symptom free for 24 hours without the aid of medication. If you have multiple children enrolled at CVPS and we must send one of them home due to illness, we ask that any children you have enrolled be picked up at the same time and remain home until all are symptom free for 24 hours without the aid of medication. A fever of 100.3 or greater will warrant a call for your child to be picked up early, or remain home. Any child that is fever free but has a persistent cough, runny nose/sneezing/watery eyes or exhibits lethargic behavior will be sent home and should be kept home until symptoms are gone.

#### HFMD/Coxsackie Virus

If your child is exhibiting signs of HFMD, or has been diagnosed with HFMD, they cannot return without a clearance note from a physician. No sores or blisters can be present.

## Lice

CVPS does not follow the same lice policy as San Diego County public schools. Children with nits or active lice cannot remain at school until the end of the day and may not return until all evidence of live bugs or nits have been gone for a minimum of 24 hours.

## Casts/Stabilization Devices

If your child is in a cast or other stabilization device, we will do our best to accommodate any restrictions and allow them to attend. A note from a physician will be required that clearly states any limitations. Children who are restricted from sand play or contact with water will be redirected but cannot be restricted from these activities per CCL guidelines. CVPS cannot be held responsible for any issues with sand or water coming in contact with the cast or stabilization device.

## Medical & Dental Procedures

If your child has had a medical or dental procedure, they cannot return to school unless they have a clearance note from the medical office. The note must clearly state whether or not there are any restrictions, as well as their duration. Restrictions must be minimal and easily accommodated by the school. Any restrictions or limitations that will prohibit your child from participating in basic school activities may result in denial of attendance until those restrictions have been lifted.

## Administration of Medication

Medicine will be administered by the preschool staff according to the prescribing physician's order only. All medication must be accompanied by a note from a physician, including over the counter (OTC) medications. Medications should be left in their original packaging and prescription medication must have an intact pharmacy label adhered to it. A medication consent form must also be filled out by a parent/guardian before medication can be administered. We cannot administer more or less medication than the prescribing physician has ordered nor can we stray from the general time frames as written.

The following guidelines must also be met:

- Medication may never be sent/left in a child's lunch box, cubby or backpack-leave it with the office to be stored properly.
- Child's full name must be written on the packaging of all OTC medications.

- Medications must be an exact match to the prescribing physician's note. For example if the physician writes "Benadryl", we cannot accept a generic store brand alternative.
- Medication cannot be expired.
- When medication is no longer needed the parent will need to take the medication home. Any medications unclaimed within 48 hours of the designated stop date will be disposed of properly by CVPS.

### Tuition Payments & Financial Agreement

A non-refundable registration fee is due at time of registration-*please see rate sheet for current fee amount*. Returning families will also be charged a lesser registration fee (also non-refundable)-*please see rate sheet for current fee amount*. Families enrolling in our summer program will be charged a summer fee-*please see rate sheet for current fee amount*.

***Tuition for attendance at CVPS is charged on a monthly basis and is due by the 1<sup>st</sup> of each month and considered late after the 5<sup>th</sup> at which point a late fee will be charged.*** Tuition is due whether or not a billing statement has been received by the parent and no allowances or extensions are made for weekends or holidays. If your child will be out of school when tuition is due, you are still responsible for making sure we receive tuition on time. Any family that has not paid their tuition by the 15<sup>th</sup> of the month will be restricted from attending school until the account is brought to a current status.

- If a student has been restricted due to nonpayment of tuition the parent/guardian will be charged a \$65.00 reinstatement fee which must be paid before the student can return. Tuition will continue to accrue during a suspension period and parent/guardian will be responsible for payment of those fees.

Tuition payments are nonrefundable and no credits or "make-up days" will be given due to absences. There is no reduction in tuition due to holidays or other school closures.

CVPS offers a sibling discount on the oldest child's tuition. If 3 or more children are enrolled the discount will be applied to the 2 oldest children. *Please see rate sheet for current discount.*

Summer programs are a separate charge and are billed at a different rate. We recognize that summer is a time when families frequently travel; therefore, summer programs are scheduled and billed as 2-week sessions-*please see rate sheet for current summer fees*. Summer registration will begin each

spring and currently enrolled students will be given first priority. Summer tuition must be paid no later than the Friday before each new 2-week session begins.

Tuition payments should be made using one of the following methods:

- Credit Card or Bank Account transfer arranged via ProCare & Tuition Express
- Credit Card manual swipe-done in the office during office hours
- Cash
  - We prefer that cash payments are made during office hours so a hand written receipt can be given immediately. If you must leave cash when no office staff is present please seal it in an envelope and clearly write your child's name and the amount included.

*Tuition payments should only be left in the locked tuition box mounted to the wall in the office, just beside the door.*

Non-sufficient fund (NSF) and returned credit card payments will result in a fee, and possibly a late fee if re-payment is not received before the 5<sup>th</sup> of the month.

Frequent late payments will require administrative review to determine if the student may continue attending CVPS.

Accounts must be kept current to maintain priority registration status for summer and the upcoming school year.

Withdrawal from CVPS requires written notice given to the school office at a minimum of 30 days before your child's last day of attendance. Tuition will be due for the 30 day notice period regardless of whether the child attends the school. If less than 30 days notice is given, tuition will NOT be prorated.

A reduction in scheduled days or hours requires a written notice given to the school office at a minimum of 30 days before the date the new schedule is to begin. Tuition will be due for the 30-day notice period regardless of whether the student uses the time.

It is each families responsibility to keep their account current. Families must register for their account at [www.tuitionexpress.com](http://www.tuitionexpress.com) upon enrollment at CVPS.

*Your signature on the "Receipt for Policies and Procedures Handbook" signifies your contractual agreement to the financial responsibility as outlined above.*



## Receipts for Payment

Receipts and end of year statements for tax purposes or employer based reimbursement will not be provided by the office. All families are required to establish an account at [www.tuitionexpress.com](http://www.tuitionexpress.com) where receipts and statements can be printed.

Please contact the office if you need your ID number and pin to register.

If a receipt will not meet the requirements that your reimbursement plan mandates, we will be happy to sign any pre-printed form that accurately reflects your payment status but we kindly ask for a 24 hour turnaround.

## Refunds

There are no refunds, transfers or discounting of fees except in very specific and extreme circumstances, which will be at the discretion of CVPS administration and approved by the CVPS Board. There will be no refunds in the event of a discipline/behavior termination.

## School & Enrollment Forms

All forms requiring information and/or a signature from a parent/guardian or a physician must be completed, signed and returned to the office within 3 business days. Failure to do so may mean your child cannot attend until all paperwork has been received by the school office. Copies of any medical information, including the physician's report and shot records, will not be provided by CVPS at any point. We suggest you make copies of these forms for your own records before providing them to CVPS.

## Accidents & Emergencies

Emergency medical forms including physician, contact and insurance information signed by a parent/guardian must be on file in the school office on the student's first day of attendance. It is the responsibility of the parent/guardian to request new forms immediately if there has been a change or update of information.

If your child is involved in a minor accident basic first aid will be given and an accident report form will be completed and available to you at pick-up. If it is determined that a physician's care is needed, the parent will be notified immediately and emergency procedures directed by the parent followed.

If the parent/guardian cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

- Attempt to contact person listed on the sign-in sheet
- Attempt to contact the emergency contact listed on the registration form
- Attempt to contact the child's physician
- Take the child to the most appropriate emergency medical center by church vehicle, non-church vehicle or ambulance. The cost of any medical related services is the responsibility of the parent/guardian.

#### Application of topical medications (including sunscreen and over the counter products)

A physician's consent note is required before we can apply any kind of topical medications or ointments to your child's skin. This will include sunscreen, diaper rash ointment, eczema creams, lotions, etc.

All products must be provided by the parent and clearly labeled with your child's first and last name.

#### Disaster Preparedness

School fire, earthquake and lockdown drills (called "Safety Drills") are held periodically. Each classroom is equipped with an earthquake/emergency backpack. Evacuation plans are posted in each room. Parents are urged to make emergency plans for family members not attending CVPS. This may include keeping food and water at work and making arrangements to pick up children as soon as it is safe to do so.

The State of California requires all schools to have in place a Disaster Preparedness plan to implement in case of a serious earthquake or other disaster. In the event of an emergency or disaster, the following procedures will be implemented:

- Please do not telephone CVPS or Grace Point Church. The phone will need to be used for outgoing emergency calls only. To insure availability of the phone for outgoing calls, the phone may be kept off the hook.
- Children will remain with CVPS staff on the premises or at the designated emergency evacuation site until the parent or other authorized person picks up the child unless an injury requires release to an emergency medical facility.
- Appropriate news media will be informed of the evacuation so information can be broadcast and printed.

## Discipline Policy

We see discipline as a means of helping children learn appropriate behavior according to their emotional, intellectual and physical development. Our staff knows the importance of encouraging good behavior. When appropriate behavior is immediately followed by a positive reinforcement (praise, recognition, reward, etc.) that behavior is apt to occur more often. Positive reinforcement, when used effectively, will help children see the relationship between their behavior and consequences so they can learn to make good choices and develop self-control. When a child's behavior is not appropriate (i.e. kicking, biting, taking from someone else, etc.) our staff is trained to handle those situations in such a way that a negative pattern does not continue to develop. Some examples of discipline that are used include:

- Talking with the child and explaining how their behavior is affecting the class
- Time away from the normal class routine
- Contacting parents to help be a part of the discipline process

In all that we do, our desire is to help install healthy values in the children. When positive reinforcement is practiced, most negative situations can be averted.

If a child is a physical danger to other children or teachers (biting, hitting, pinching, choking, and throwing toys and/or furniture), the following will occur:

- We will notify the parent(s) that an incident has taken place
- If the behavior is repeated a parent/guardian will be called to pick up the child immediately
- A third incident may result in the child being prohibited from attending for a set amount of time
- Parents may be asked to seek outside help by a pre-determined date and the results shared with and evaluated by the teacher and school director. If this pre-determined date passes with no progress made toward seeking outside help, the child will have to leave the school.
- The school and parent will establish a program for dealing with the behavior, based upon the above results. A re-evaluation of the program will take place within one month. If the school feels that progress is not being made to help the child, then enrollment will be terminated.

Threats of any kind will not be tolerated and are grounds for immediate dismissal.

## Nap & Rest Time

Children who stay for nap must bring a fitted crib sheet and a small blanket to be stored in a school provided bag. Bedding items must be taken home at the end of each week for laundering, or at pick up time if they have become wet or soiled. Due to space and hygiene concerns, we do not allow pillows. Please label all items with your child's first and last name using an iron on label or permanent marker. Nap time is from approximately 12:30p-02:15p each day. CVPS reserves the right to move children to different napping rooms as needed.

CVPS offers an "awake room" for children who have outgrown naps, however it has limited availability. It will be offered to the oldest 12 children first. Once the room is at capacity, we will start a wait list for the "awake room". Children in the awake room will still have approximately 20 minutes of "rest time" and will need a fitted sheet and blanket. Once the mandatory rest period is over children will be led in quiet activities and/or outside play time. If a child has fallen asleep, by regulation we are not allowed to wake them.

TK-Our TK room is not required to have a nap or rest period. If a child enrolled in our TK program expresses that they are tired and/or asks to lay down, we are required by regulation to honor their request. They will be escorted to a napping room and allowed to rest. A fitted sheet and blanket will be provided by CVPS in those instances. If a child is frequently being escorted to a napping room, they may be placed on a nap roster on a regular basis and a fitted sheet and blanket will need to be provided from home.

## Lunches & Snacks

The school does not provide lunch. Parents will need to send a lunch from home that is completely nut free. We cannot refrigerate lunches, so be sure to include an ice pack in your child's lunch. Your child should also come each day with a reusable water bottle clearly labeled with their name. We also ask that you clearly label your child's lunch box with their first and last name. We ask that you do not regularly send food items that need to be reheated. If an item does need re-heating, we cannot heat it for longer than 25 seconds for safety and liability reasons. Any item that requires full "cooking" in a microwave or oven, will not be served.

Every Friday the school offers the opportunity to buy Friday fun lunch for an additional fee. Please inquire with the office for information on our current offerings. Sign-up sheets will be located in your child's classroom and should be completed by 6:00p each Wednesday. If you do not wish to order fun lunch you will need to send a lunch from home. Fun lunch fees will be billed to your account every 3-4 weeks. Please see the tuition sheet for most current fun lunch pricing. If your child does not come to school with a lunch,

we will provide food for him/her and your account will be charged \$7.00. If you have signed your child up for fun lunch but your child is absent, you are still responsible for the fees.

Children enrolled in our half day program will receive a morning snack. Children enrolled in half days with nap or our full day program will receive a morning and afternoon snack. All snacks include items from two different food groups. The snack menu will be posted in the case outside the school gate and in each classroom on a weekly basis. You may request a copy by contacting the office directly.

***PLEASE REMEMBER THAT WE ARE A NUT FREE CAMPUS.***

### **Clothing**

School appropriate clothing consists of play clothes that allow for freedom of movement and allow for spills, splatters and dirt. Clothing should also be simple for children to handle on their own during visits to the restroom. Shoes especially should be comfortable for children to play in, and not rub at the heel/ankle. We do not allow flip flops, open toed shoes/sandals or crocs.

All children are required to have a change of clothing (seasonally appropriate) in their cubbies that should include:

\*shirt (2)      \*pants (1)      \*shorts (1)      \*socks (2 pairs)      \*underwear (3 pairs)

\*\*shoes if your child is not 100% potty trained

We will provide loaner shirts & shorts/pants for emergencies and ask that they be returned in a timely manner. If your child needs underwear we will provide them with an unused pair and you will be billed \$3.00.

### **Toys from home**

The school equipment includes a wide range of toys and activities selected to encourage development of the preschool aged child. We request that children do not bring toys from home unless the child's classroom is planning a sharing day or special activity where children are encouraged to bring an item. These days will be pre-planned and your child's teacher will notify you.

The school does not ever allow any toys or items that are violent in nature or that may be seen as disrespectful in any way.

### Birthdays & Holiday celebrations

**Birthdays:** We are happy to celebrate your child in their individual classroom on or around their birthday. We ask that you keep the celebration simple, such as bringing cupcakes/cookies/goodie bags and limit the amount of family members that will attend. Please speak to your child's teacher to plan a date and time. We will not distribute contact information for you to distribute invitations for parties or other events. Candles are not allowed.

**Holidays:** Holidays are celebrated in individual classes as well as by the entire school. Specific information will be distributed as each holiday approaches and sign-up sheets for volunteers/donations will be posted.

### Enrichment Classes

Enrichment classes are offered at CVPS through independent vendors. We verify that they have fingerprint clearance as well as appropriate liability insurance but do not get involved in the planning or arrangement of curriculum or payments. Specific questions need to be directed to the vendors. *We will not accept paperwork or payments on their behalf.*

*Welcome to the Carmel Valley Preschool Family-we are thrilled to partner with you in your child's early learning years and to be part of building their relationship with Jesus Christ.*



# Parent Handbook Receipt

I have received a copy of the CVPS Parent Handbook. I am responsible for reading the rules, policies and requirements in the handbook and I agree and will comply with all the policies as stated. I also agree and understand that I am responsible for keeping myself updated and informed regarding CVPS policies and understand that I will be responsible for complying with any changes made. I understand that failure to follow these policies may lead to termination of childcare services. Each year I will be given a new handbook with any revisions and required to sign a new receipt for that handbook.

Initial: \_\_\_\_\_ I have read page 5: "Sign in & sign out" policy

Initial: \_\_\_\_\_ I have read page 7: "Late Pick-Up Charges"

Initial: \_\_\_\_\_ I have read pages 8 & 9 in their entirety

Initial: \_\_\_\_\_ I have read pages 14 & 15: "Discipline Policy"

Child's name: \_\_\_\_\_

Parent/Guardian printed name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_