

Destiny Christian Preschool

~ A Ministry of Destiny Christian Church ~

Parent Handbook ~ Policies & Procedures

Updated January 2019

Welcome to Preschool!

Thank you for choosing Destiny Christian Preschool. We are excited to partner with you, your child and your family as we provide an early childhood Christian education filled with excellence that will meet the spiritual, social, emotional and relational needs of your child. We want your child to develop a solid spiritual and educational foundation that will last a lifetime. We strongly value partnering with parents and firmly believe that a partnership must include teamwork and team decision-making in the best interests of the child. We are passionate about making an academic investment with biblical values in each child.

Destiny Christian Preschool was started in 2009 as an academic institution that operates as a ministry of Destiny Christian Church. We offer extended hours in the early morning and late afternoons as a courtesy for parents who request it and identify ourselves as an academic institution that values high academic standards, community partnership, and biblical infusion through all subjects. We have found that empowering children to make healthy choices in their preschool years allows them to be successful in their elementary school years. With that in mind, we look for opportunities daily to guide and allow children to make healthy choices. This parent handbook has been compiled to acquaint you with our philosophies, policies and procedures. Please take time to read through this entire handbook and familiarize yourself with our school and our ideals.

Teaching Philosophy

At Destiny Christian Preschool we believe the family is the first framework for children to learn socialization and cognitive skills. Our goal is to support and continue this process by emphasizing growth and development of the whole child in five key areas of development:

Physical Development – focusing on fine and gross motor skills

Emotional Development – building a positive self image

Social Development – exhibiting respect for self and others

Intellectual Development – developing positive attitudes toward learning

Spiritual Development – promoting the love of God

We are a Christ centered school that offers excellence in education utilizing components of the Core Knowledge Preschool Sequence and supplementing with Purposeful Design Bible curriculum.

As children blossom into preschoolers and beyond, the scope of our ministry expands to provide age appropriate activities for every child. At Destiny Christian Preschool, we believe that a child's play is a child's work. Children learn how to develop a sense of self as well as how to share and relate with others by playing with manipulative toys, hearing stories, role playing, listening to music, and enjoying playground time as well as sharing snacks through small group and large group times.

Destiny Christian Preschool functions primarily as a preschool with core classroom learning experiences in the mornings. Our program is designed to help young children develop autonomy. We do this with the belief that teachers provide an engaging environment for children to learn, teachers model age appropriate language of instruction, teachers follow a predictable routine, and teachers create a sense wonder and excitement in the classroom. This allows children the freedom to decide how to participate in their learning.

Mission Statement

Our mission is to help kids become freely and fully devoted to knowing and honoring God with their words, actions, thoughts, resources, relationships and God-given uniqueness while building firm foundations of truth spiritually, socially, academically, and physically.

What We Offer

Destiny Christian Preschool strives to partner with parents as we work together to help your child meet age appropriate educational, developmental, social and spiritual goals.

Enrollment in Destiny Christian Preschool is open to children who are ages two by September 1st of the current year those to five years old. We will assist two year old children with toilet training. Children with special needs, and those who require the assistance of a specially trained tutor or aide, will be admitted on an individual basis with due consideration to the program offered and the needs of the child. No child will be excluded on the basis of gender, race, religion or ethnic background.

Our scripturally based curriculum will enhance children's faith and character qualities in ways that honor Christ. Our teachers utilize components of the Core Knowledge Preschool Sequence and supplement with Purposeful Design Bible curriculum. Children learn basic Bible knowledge and how it relates to the world around them.

Our center is licensed to accommodate 120 children onsite and is a member school of the Association of Christian Schools International (ACSI).

Preschool Team

At Destiny Christian Preschool, every member of our team loves children and the Lord. All members of the preschool team including the director, teachers and teaching aides are strong Christians with a personal relationship with Jesus Christ as Lord and Savior. Members of our teaching team attend and support local Bible-based churches in our area on a regular basis to ensure their ongoing spiritual growth. In addition, each teacher has completed formal training including a minimum of 12 units of Early Childhood Education. Teaching Aides who possess at least 6 ECE units, are enrolled in classes to obtain a minimum of 12 units. All team members, including substitutes, hold a criminal background clearance with the California Department of Social Services. Team members are strongly encouraged to continue their professional education. Team development is conducted throughout the year and includes in-house workshops as well as attending seminars. At all times, there is a team member trained in CPR and First Aid on-site. Substitutes may be used from time-to-time due to team member illness, time off, or scheduled vacations.

Hours and Late Pick Up Fees

Destiny Christian Preschool is open Monday through Friday from 7:00am to 6:00pm. Our preschool core learning experiences take place daily from 9:00am -12:30pm. Our Full-Time Pre-Kindergarten classes' core learning experiences take place daily from 9:00am – 3:00pm. Destiny Christian Preschool offers before preschool and after preschool extended care through our Extended Day Ministry. Our morning ministry runs from 7am – 9am and our after school ministry runs from 11:30am – 6pm. Your child must be enrolled in a preschool class to qualify for Extended Day Ministry.

We are happy to customize the days and times your child attends preschool. Contracted times are noted on your registration paperwork. The parent of any child remaining in Preschool after their contracted pick up time will be charged \$1.00 per minute for every 1 minute that they are late; the same \$1.00 per minute rate applies to students remaining after 6:00pm. If a parent/guardian arrives after 6:00pm, the time the school closes, more than three (3) times during a school year, the late pick up fee increases to \$5 per minute for the remainder of the school year. A child may be dismissed from the preschool program if a parent/guardian arrives after 6:00pm more than 5 times during the school year. When a parent arrives late, they must pay the director in the office no later than the next school day. If a parent knows they will be late, they may call the preschool office at (916) 788-2827 at least 30 minutes ahead of time and will be allowed to pay the \$5 per hour drop in care rate to extend the child's day (see below). This does not apply to late pickups after 6pm.

Drop in Care Rates & Policies

The Add/Drop/Change Form found on the website www.DestinyChristianPreschool.com must be used to request added care for a drop in day. Even if a parent calls the school, the office team will direct a parent to the website to add care. Parents must give at least 48 hours notice if they wish to have their child drop in on a day they do not normally attend preschool. They must also give at least 48 hours notice if they want their child to come early or stay late on a day they do normally attend. In the event of an emergency it is at the sole discretion of the director or assistant director to make an exception if a parent is unable to give 48 hours notice. If the drop in option is used, the payment owed must be turned into the tuition drop box in the office in advance before a child is signed into preschool on the added day. Drop-In rates are as follows:

- \$40 per day for care 5 hours or longer
- \$35 for care that is less than 5 hours
- \$5 per hour to extend a day
- \$2 breakfast
- \$2 lunch

Preschool Class Placement

Children may begin attending Destiny Christian Preschool when they are 2 years old on or before September 1st of the current year. Children are accepted from age two through five. After an initial tour, parents will meet with an enrollment coordinator to determine the correct class placement based on a child's age, needs and scheduling requirements. Children should be ready for a group experience in a school environment to benefit from our program. Very young children should be familiar with feeding themselves using spoons and forks. Our teachers are trained to deal with separation anxiety and will assist a parent and child through the transition if the child has a hard time separating from the parent. We ask that parents give their child a hug, reassure their child that they will return to get them and then step into the hall. We promise that we will not let your child cry for more than 10 (ten) minutes. Most children stop crying within that 10 (ten) minute period with re-direction. Children who are still upset after 10 (ten) minutes are taken for a short walk and then returned to class. Our teaching team will provide a child additional comforting until the child settles into the classroom routine. In rare instances, we may call a parent whose child continues to be upset for an extended period of time. Parents are encouraged to call the school office to check in on their child if morning drop off time was a concern. The office team is always happy to check on a child.

Children must be enrolled in a morning class to participate in before/after school activities. At this time, Destiny Christian Preschool does not accept children who attend preschool or Kindergarten at another school and wish to attend our Extended Care Ministry. At this time, we do not offer classes that only meet in the afternoons.

Classes

Classes change annually based on enrollment needs. Our offerings include:

- 2 year olds who are not yet toilet trained - *must turn 2 by September 1st of the current year*
- 3 year olds - must be potty trained and turn 3 by September 1st of the current year
- 4 year olds - must be potty trained and turn 4 by December 31st of the current year
- Part Time Pre-Kindergarten 4 and 5 year olds – *(requires 3, 4, or 5 day per week attendance with a pick up at 12:30pm or 3pm-6pm)*
- Full Time Pre-Kindergarten 4 and 5 year olds – *(requires 5 day per week attendance with a pick up from 3pm-6pm)*

Children ages two through four are welcome to enroll two, three, four, or five days per week any combination of days and times that fits your schedule. Children ages four and five may enroll in Pre-Kindergarten any three, four, or five days per week any combination of days and times that fits your schedule. Pre-Kindergarten children must enroll for a minimum of three days per week.

Toilet Training

Pull-ups with repositionable sides must be used by all two year old children enrolled in our program who are not toilet trained. Diapers are not appropriate in our preschool environment for any child enrolled. We will assist in the toilet training process as needed. Children who are toilet training must be familiar with the concept of pulling up and pulling down their pants and do so regularly. "Accidents" do happen occasionally. All children in Preschool must have a full set of clothing (including underwear or pull-ups) kept in their backpack in case of such accidents. Children who require pull-ups must bring and wear the kind with repositioning sides. Parents of children who run out of pull-ups will be charged \$4.00 for each pull-up the school provides.

Toilet training is provided as a courtesy to parents at no additional cost for two year old children. Children who turn 3 years old while in our program must be potty trained by the following school year to continue in our program unless a doctor's note is provided citing a medical reason that a child is not able to be toilet trained.

Our toilet training guidelines are designed to promote small successes that build upon each other. Children are required to wear pull-ups with repositionable sides. During the school day children who are toilet training are encouraged to use the rest room every 30 minutes on a rotating basis. Teachers use verbiage such as, "Susie, it is your turn to go potty." Children are not given an option, they are lovingly required to sit and try. Parents should let their child's teacher know if their boys should sit or stand using the potty. Children are taken in small groups so they become comfortable with waiting their turn and watching the process. Children should be able to pull up and pull down their pants on their own and possess an understanding of the terms "pull your pants up" and "pull your pants down".

Destiny Christian Preschool recognizes that each family has a unique approach to toilet training. We will do our best to support a parent's decisions regarding your child's readiness for underwear. However, we recommend the following for optimal success: once a child consistently stays dry in a pull-up for 3 hours here at school for two weeks

In a row, the child's teacher will notify parents by via email or our classroom messaging system that the teacher is ready to have a child start wearing underwear to school. When a child transitions to underwear, please pack 5 to 6 pairs of additional underwear and 4 to 5 pairs of pants/shorts in the child's backpack as accidents during this transition may occur. If a child has two accidents while wearing underwear in the same day, the child will be placed in a pull up for the remainder of their school day.

Parents are asked to dress their child in clothing that is free of complicated fasteners and instead, elastic waist bands are preferred. Jeans with snaps, zippers or buttons are not appropriate for children who cannot manage those fasteners independently.

If multiple daily accidents continue to occur for a period beyond two weeks after a child has transitioned to underwear, the teaching team will recommend that a child continue to wear pull-ups at school. We will suggest trying underwear again when a child's pull-up is consistently dry again for 3 hours over a period of two weeks.

Please direct toilet training questions to your child's teacher first, then feel free to come to the director for further clarification.

Tuition Rates 2019-20

Our school year program here at Destiny Christian Preschool runs from August – May. Preschool tuition is calculated on annual costs from August to May and then divided into 10 equal monthly payments. All tuition rates are based on a monthly amount. No discounts will be given for holidays, field trips, or days missed because of vacation or illness. Children enrolled in Extended Day Ministry pay a flat rate for the am or pm care option per the tuition chart shown below. Rates for Extended Day Ministry will not be pro-rated for actual hours attended that vary from day to day or week to week. Only the director may make an exception for this policy.

2019-20 Rates	9am-12:30pm <i>Includes lunch</i>	9am -3pm <i>Includes lunch</i>	9am - 4pm <i>Includes lunch & pm snack</i>	9am - 5pm <i>Includes lunch & pm snack</i>	9am - 6pm <i>Includes lunch & pm snack</i>
2 Days per week	\$300/month	\$390/month	\$420/month	\$450/month	\$480/month
	<i>To add 7am - 9am add \$50/month includes breakfast</i>				
3 Days per week	\$410/month	\$530/month	\$570/month	\$610/month	\$675/month
	<i>To add 7am - 9am add \$75/month includes breakfast</i>				
4 Days per week	\$520/month	\$635/month	\$700/month	\$765/month	\$810/month
	<i>To add 7am - 9am add \$100/month includes breakfast</i>				
5 Days per week	\$600/month	\$730/month	\$780/month	\$825/month	\$860/month
	<i>To add 7am - 9am add \$120/month includes breakfast</i>				

Returned checks that are not reconciled prior to the 5th of the month are considered late. A \$25 processing charge will be applied for all returned checks. Cashier's checks are required for tuition payments after two returned checks. Accounts that become thirty days delinquent will result in suspension of the student until the account is current. The student will be readmitted when all past due bills are paid.

After the first day of school, new students enrolling on the 1st-15th of any month will be required to pay the full month's tuition on their first day of attendance. New students enrolling on the 16th-31st of any month will be required to pay half of the monthly tuition amount on their first day of attendance. No other proration of tuition is allowed.

A \$25.00 discount per child is given to families with two or more children enrolled at the same including elementary school. A 5% discount off of the total yearly tuition is given to families who pay for an entire year by semester: August – December by September 1, then January – May by February 1.

Please see the director if you need to make other arrangements or request a different payment due date with regard to your payment schedule. Alternate payment arrangements made before the 5th of the month will not result in an assessed late payment fee.

Extended School Absences

From time to time, some families travel out of the state or country and a child may miss school for an extended period of time typically in excess of 30 calendar days. If the parent wishes to retain their child's spot upon their return, a fee equal to 50% of regular monthly tuition is required to be paid in advance to hold the child's class placement. Advance notice of the absence must be given to the DCP Office. Parents who choose not to pay this fee or not to give the school advance notice of the extended absence will forfeit their child's current class placement. The child will be placed at the bottom of the waiting list and may return to class only when/if a space becomes available. Please see the director with specific questions regarding this policy.

Teacher: Student Ratios

At Destiny Christian Preschool low teacher:student ratios ensure your child has the best school experience possible. In our youngest two year old class we set the maximum student capacity at 12 with 2 teachers for a 1:6 teacher:student ratio. In our three year old classes we set the maximum student capacity at 16 with 2 teachers for a 1:8 teacher:student ratio. In our 4 year old and Pre-k classes we set the maximum student capacity at 18 with 2 teachers for a 1:9 ratio.

Group Tours

Every Wednesday at 10am during the school year, Destiny Christian Preschool offers group tours of our facility. See the calendar on the website at www.dcpschool.com for tour dates. During a tour parents are taken through the school. Parents view classrooms in action, hear about daily schedules and are given an overview of school policies and procedures as well as information about our online registration process. Please allow approximately 30 - 45 minutes for a tour. The tour is followed by a group question and answer session with the director. Children are always welcome to attend tours.

Waiting List

When enrollment in a particular classroom has met capacity or licensed capacity has been met for a certain day of the week school wide, a waiting list will be implemented. In order to be placed on the waiting list, parents must first take a tour of the school (see above). Registration must be completed online and then a child's name is placed on the waiting list in the order it was received. When a space becomes available, the parent of the first child on the waiting list is notified via telephone and email that a space is now available. Parents have 48 hours to respond via phone call or email to accept the available space for their child. If a parent does not respond, the spot is offered to the next child on the waiting list and continues until a parent takes the available spot. There is no way of knowing how quickly spots will open up.

Arrival & Pick-Up

Children must be signed in and out daily by an authorized adult. It is MANDATORY that parents escort their children to the room and sign FIRST NAME & LAST NAME – clearly in the sign in book. If someone comes to pick-up a child and they are not on the authorized list on a child's emergency card and we have not been notified by the parent to make other arrangements, we will not dismiss the child until we have reached the parent for authorization. For safety and security there are no exceptions. Parents may use the yellow communication card located in the front of the sign in binder to notify a teacher that another individual is picking up the child from school on a particular day. Upon departure, always check your child's cubby for artwork, correspondence, dirty clothes, etc.

Please DO NOT leave infants, toddlers or young children under 6 years old unattended in your car (regardless of whether the engine is running or not) while you drop off or pick up a DCP preschooler. It is not safe, nor is it legal, unless there is a child 12 years or older in the car. Our 5 minute parking spots are not designed so infants, toddlers, or children under 6 remain unsupervised in a vehicle while drop off and pick up of preschoolers is taking place. If you have young children in your car and you need assistance at drop off or pick up please call the preschool office at 788.2827 and press 0. If someone is available in the office we will answer and be happy to assist you. Parents who violate this policy may be subject to immediate termination from our program.

Dress Code

Destiny Christian Preschool does not require a uniform for preschool children. We ask that you dress your child in

simple clothing free of complicated fastenings that he/she can manage easily for his/her bathroom needs. To account for weather changes, we advise you to dress your child in easily removable layers. Remember that since a child's play is a child's work, your child will enjoy a busy, hands-on and possibly "messy" day at Destiny Christian Preschool, so please dress your child accordingly. Children should wear clothing that encourages movement. Girls who choose to wear skirts and/or dresses must wear shorts underneath.

For your child's safety, we recommend tennis shoes. Please no thongs, cowboy boots, sandals, flip-flops or open-toed shoes. Children wearing flip-flops or sandals without a heel strap will be asked to return home to change their shoes.

What to Bring

All children should bring a backpack each day containing a complete set of extra clothes including shirt, pants/shorts, underwear and socks. When a child uses these extra clothes, we will place the soiled clothes in a plastic bag and attach it to the child's backpack. If a child needs additional clothing due to multiple accidents or in the event that no clothes are found in a child's backpack, the school has emergency clothing. When your child wears our emergency clothing home, parents are asked to wash and return at their earliest convenience.

Children are encouraged to bring a water bottle with a lid the child is able to open and close. Please label the child's water bottle with their name.

Chapel

Once a week, all classes will participate collectively in Chapel Worship Time usually on alternating Wednesdays and Thursdays in place of a classroom activity. Chapel is held in Destiny Christian Church's Children's Ministry Worship Room upstairs. About once a quarter, each classroom leads chapel and shares a song/skit/memory verse with the group. Parents are encouraged to check with the child's teacher for the date of the chapel presentation. Parents are invited to attend chapel. Please sign in on the visitor sheet located in the binder on the front desk in the Destiny Christian Preschool office and take a green visitor badge to wear while on campus. Chapel begins at 9:30am and ends approximately at 9:50am.

Please label your child's possessions:

jacket,

sweater,

backpack,

water bottle,

blanket,

stuffed toys, etc.

with your child's first and/or last name.

Sample Schedule (Individual Class Schedules May Vary)

6:58 Doors to the Center Open ~ Morning Extended Day Ministry Opens
7:10 Breakfast is served
7:15 Centers and Exploratory Play
7:30 Transition from Morning Care to Preschool Classrooms as teachers arrive
8:45 Morning Care closes
8:58 Doors to the Preschool Wing Open
(Please note that children may not be dropped off early unless enrolled in morning care Extended Ministry)
9:00 Welcome, Sign-In ~ Children are greeted by name and parents are welcomed
9:05 Centers / Arts
9:35 Clean Up
9:40 Calendar, Bible / Circle
9:50 Share & Hand Washing
10:00 Snack
10:15 Restroom

10:25 Centers / Writing
10:45 Circle / Story Time
11:00 Outside
11:30 Exploratory Play / Dismissal (*Afternoon Extended Day Ministry begins at 11:30am*)
11:50 Clean Up / Wash Hands
12:00 Lunch
12:20 Restroom
12:30 Books
12:45 Nap
2:45 Wake Up / Restroom
3:00 Books / Dismissal
3:15 Snack
3:30 Afternoon Activities
6:00 Center Closes

Snacks

Our goal is to educate children in proper nutrition and healthy eating habits. Snack calendars and/or snack sign-up sheets are prepared by the teacher or a parent volunteer. Each child is asked to bring snack approximately once a month depending on class size. Snacks provided should be healthy and include fruits, vegetables, dairy, and grains. A list of healthy snack choices will be sent home by the teacher. Sugary snacks will not be consumed during class, with the exception of birthday treats. When sending a birthday treat, teachers prefer small cupcakes or cookies. Drinks are not necessary as water is available in the classroom. If you choose to bring drinks only 100% fruit juices with no sugar added are allowed. Parents are responsible for providing any paper products such as cups and plates or spoons.

We are a nut free school environment. Due to allergies requiring the presence of an epi-pen onsite, peanut butter and other nut products must be excluded from the snack list. Please read labels and send in snacks that are nut free. Thank you for your cooperation.

A sample of an appropriate snack might be: 1 oz of whole wheat crackers (approx 5); 1 oz of cheese; 4 oz 100% fruit juice

Meals

Here at Destiny Christian Preschool we believe that developing healthy eating habits can never start too early. In addition to parent provided morning snacks, breakfast, lunch and afternoon snack are served to those enrolled in Extended Day Ministry. We believe that as a school it is our responsibility to provide an environment suitable for mealtime. We provide children the opportunity to eat snacks and lunch at the same time each day. We ensure the space is clean, sanitized, and safe. We provide nutritionally balanced meals designed to meet the average need of 1400 calories per day that young children need following USDA child nutrition guidelines. Children are encouraged to wash their hands with soap and water before eating and after eating as necessary. Children are also encouraged to decide what and how much they will eat. This division of responsibility between care giver and child sets a healthy pattern where children learn to know what feeling full means. Children are encouraged to take “no thank you” bites of new foods before having seconds of the food they enjoy. In this way, meal times become a learning experience for the children.

A sample breakfast menu might include: ½ cup cheerios, 6 oz 1% milk, 1 banana

A sample lunch menu might include: 1/2 cup refried beans on a tortilla with ½ oz shredded cheddar cheese; 4 steamed baby carrots; ½ TBS Ranch dressing; 6 oz 1% milk

It is important to note that the sample meals given are within the average range of children’s nutritional needs. Teachers watch children’s eating habits over time, realizing that children go through growth spurts and may eat more or less at times.

Children are asked to eat the food we serve at school unless due to allergies or other medical conditions eating the food served at school puts a child’s well being in jeopardy. Parents who wish to have their child bring food from home should ask the enrollment coordinator for a packet of information that must be completed and signed by the child’s doctor.

Birthdays/ Special Events

Birthdays children will be honored as close to the day of their actual birthday as possible and will receive special recognition in the classroom. Parents may bring treats to celebrate a birthday; however a healthy snack must accompany the treat. Unless the entire class is included, all birthday correspondence such as cards, invitations and thank you notes must be distributed off campus.

In addition, each class may dedicate a portion of the class time to celebrate special occasions (Fall Harvest, Thanksgiving, Christmas, 100 Days of School, Valentine's, Dr. Seuss' Birthday, and Easter are some of the ways we celebrate). The teacher will post a sign-up sheet for parent hosts, special snacks or other supplies.

Annually the school hosts a Christmas Performance in which the students perform. It is generally held the Friday in December before Christmas break. School closes at noon after the performance. An End of the Year/Promotion/ Kindergarten Performance and Graduation Ceremony is also held at the end of the school year on the last day of school. School closes at noon on that day as well.

School Closings

Destiny Christian Preschool shall observe the following holidays:

Labor Day

October Teacher in service day (held at the school's discretion)

Veteran's Day

Thanksgiving Break (The entire week of Thanksgiving)

Christmas Break (The last two weeks of December/first week of January depending on when Christmas falls)

New Year's Day

Martin Luther King Jr. Day

President's Day

Spring Teacher in service day (depending on when Easter is observed and held at the school's discretion)

Easter Break (The week before Easter and the Monday following Easter)

Memorial Day

Independence Day

Nap/Rest Time

DCP offers Nap Train for all two and three year old students and Rest Train options for four and five year old students. We understand as children get older they have different napping needs, so parents are encouraged to choose nap or rest for their four or five year old child. All children in the two and three year old classes nap, even if they turn four in the middle of the school year. All children in the Pre-K wing have the nap/rest option.

Children in the Pre-K wing who are on the Nap Train will be assessed throughout the year. Children who do not sleep for 75% of the nap time for three weeks will be moved to the Rest Train.

The Nap Train prepares for nap between 12:30pm and 12:45pm and nap time is from 12:45pm - 1:00pm until 2:45pm. Children who nap must provide a crib sized sheet to cover the mat provided by the school along with a blanket, small pillow or stuffed animal provided it fits in the child's back pack. These items will be kept in a child's backpack. It is the parent's responsibility to wash the sheet each weekend. Children on the Nap Train are encouraged to fall asleep. Teachers provide an atmosphere of relaxation with instrumental worship music. Each child is prayed for as teachers provide comfort and a back rub as necessary to help children fall asleep. Children enrolled in Destiny Christian Preschool are not permitted to use pacifiers at school. If you child still uses a pacifier at home please do not bring the pacifier to school and do not place the pacifier in your child's backpack.

The Rest Train goes out to the playground after lunch from approximately 1:30 – 2:15pm (or stays indoors and participates in age appropriate activities that relate to our theme and skill building in inclement weather). Children use the restroom around 2:15pm, and then return to their afternoon classroom to rest quietly on a mat from 2:20pm – 2:45pm. Children on the Rest Train do not bring blankets, pillows, stuffed animals, etc. Children on the Rest Train are not required to sleep, but are asked to lay quietly.

Field Trips

Field trips may be planned as enhanced learning experience by classroom teachers. A permission slip must be signed by the parent/guardian prior to the field trip for a child to participate. Parents must accompany their child to the field trip. The person transporting the child to the field trip is responsible for supervising the child during the entire

field trip. All applicable laws governing car seats must be observed. Many teachers prefer to bring special speakers into the classroom in lieu of field trips. Parents who work in an industry that would be enjoyable for the children to learn about are encouraged to talk to their child's teacher and arrange a time to come in and share with the class. Parents who play a musical instrument, work as law enforcement, or are employed in a dental or doctor's office are just a few of the visitors who have presented at school in the past.

Transportation

It is the sole responsibility of the parent or guardian to provide transportation for their child to and from Destiny Christian Preschool. Destiny Christian Preschool does not offer pick up and drop off transportation services.

Child Assessments

Throughout the year your child's teacher(s) will evaluate your child in regard to his or her developmental progress in the areas of social and emotional growth, cognitive abilities, fine motor and gross motor skills and language abilities.

Annually formal assessments are given in late October and late April/early May – depending on when Easter is observed. Parents receive a copy of the assessment with notes from the teacher. Teachers will perform assessments in February only on students whose progress concerns them or students who began attending school after October's assessments are finalized.

Anytime during the school year, you may set up an appointment with your child's teacher to discuss your child's progress. Please submit the request to the teacher in writing.

Discipline Policy

The goal of our discipline is to develop Christ-like attributes within the child. Here at DCP teachers are trained in the Nurtured Heart Approach to classroom discipline. We offer appropriate choices to the children to help them develop skills in positive decision making. The children will receive positive reinforcement for favorable behavior as well as a reset for unfavorable behavior. Teachers follow a daily routine and establish consistent rules with logical consequences. Teachers use a "Stop & Think" program with the children. Children play and learn best in an environment where they know what comes next. They develop a sense of control, and this builds their self-esteem. We believe that discipline is a continuous, day-to-day process designed to help a child become self-disciplined, learn self-regulation and ultimately be able to obey God's direction. We will work toward this goal with the help of these three stands: Absolutely No, Absolutely Yes, and Absolutely Clear.

Stand 1: Absolutely No - Teachers refuse to give their time and energy to negative misbehavior

Stand 2: Absolutely Yes - Teacher relentless pursue and celebrate success

Stand 3: Absolutely Clear - Teachers offer rules and consequences that are clear and consistent

Teachers use observation and documentation records when a child's behavior is consistently outside the normal range for most children. These documentations help teachers establish a pattern and see what triggers during the school day may contribute to undesirable behavior. Parents will be notified if discipline or behavior patterns with your child become a concern. A conference will be scheduled between teachers and parents if a child's negative behaviors cannot be redirected on a consistent basis.

Destiny Christian Preschool staff does not use corporal punishment or violate a child's rights. Nor will any staff member shout or raise their voice in anger at a child. Teachers model that using words when angry is a healthy choice. Children are encouraged to talk about their feelings when they are angry. Children are taught effective methods that allow them appropriate ways to express their feelings. These include ideas like: drawing expressions on a face, looking through faces that may show how a child is feeling, blow a pinwheel to calm down, and squish play dough when upset. The Bible reminds us in Proverbs that "A happy heart makes the face cheerful".

School Rules

1. Make good choices ~ Joshua 24:15 "Choose this day who you will serve."
2. Use kind words ~ Psalm 19:14 "May the words of my mouth be pleasing...O, Lord."
3. Keep your hands to yourself ~ 1 Peter 1:13 "Prepare your mind for action, be self-controlled."
4. Listen and Obey the first time ~ Proverbs 8:33 "Listen to my instruction and be wise."
5. Walk in the classroom and hallway ~ Luke 24:15 "Jesus came and walked along with them."

Earthquake, Evacuation, Lock Down and Fire Drills

Formal drills are performed once approximately every four months so children and DCP Teaching Team members will know what to do in case of an emergency. Teachers often work within their classrooms to educate children about emergency procedures within the framework of their curriculum. Talking about what to do in an emergency, practicing how to walk quietly and how to follow a teacher's instructions are regular program components. DCP's emergency disaster plan information is posted on the information board outside of the school office for parents to review at any time.

Volunteering

Volunteering at school is not a parental requirement; however, we encourage parents who are interested in volunteering to check with the office for current volunteer opportunities. Parents who wish to volunteer on a regular basis for more than 1 hour a week in their child's classroom are required to be fingerprinted through social services. Since fingerprinting records are not transferred or shared between organizations within California, parents will need to pay the cost to be fingerprinted for our site. Please pick up a form in the office, along with a list of locations to be fingerprinted, if you wish to be a classroom volunteer and work more than 1 hour a week. A current clear TB test, along with a written statement stating the volunteer is in good health must accompany the fingerprinting.

Remember to sign in on the visitor log binder located on the front counter in the DCP office before entering and wear a green visitor sticker while in the classroom. Please remember to sign back out in the office and dispose of your visitor sticker before leaving campus.

Health

Your child's health is critically important to us. Please do not bring your child to school if he/she has:

Temperature - must be fever free for at least 24 hours or doctor's note stating that treatment is being given or is not required (to return)

Upper Respiratory Infection - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

Diarrhea - no diarrhea for 24 hours or doctor's note stating that treatment is being given or is not required

Vomiting - no vomiting for 24 hours or doctor's note stating that treatment is being given or is not required

Inflamed, Weepy, Oozing Eye - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

Skin Infection/Rash (of unknown origin) - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

If your child becomes ill at school, the school will contact the parents, or, if the parents are not available, the emergency contact person. Parents must make arrangements to have their child picked up within 45 minutes of the notification. While a child is waiting to be picked up, they will be sent to the office.

Communicable Disease

Parents must inform Destiny Christian Preschool within 24 hours, or the next business day after their child or any member of their immediate family has developed any communicable disease. These include, but are not limited to: strep throat, mono, chicken pox, measles, malaria, pink eye, lice, rabies, mumps. Life threatening diseases must be reported immediately.

Medication Policy

Children who require medication at school, prescription or non-prescription, must complete a "Medication Release Form" packet and have a letter from their doctor. All medication(s) must be in their original container(s). Medication is given only under strictly controlled conditions.

Accidents

In case of minor injuries, First Aid will be given at school by trained staff. If more serious injuries or illnesses occur, parents or the emergency contact, if needed, will be notified immediately. If they are unavailable, the director or designated teacher will make the decision for treatment based on her evaluation of your child, and may call the paramedics. Teachers will write up and provide the parent with a copy of the Injury Report required when a child is injured. These reports are placed in the child's sign in binder. Please remember to sign the report, keep the yellow copy and return the white copy to the teacher. Remind your child to tell an adult when they are injured at school.

Withdrawal Policy

Two weeks written notice to the director is required to withdraw your child from the preschool. Destiny Christian Preschool shall give parents a 30 (thirty) day notice of termination should the need arise.

Suspensions & Terminations

Suspension from preschool can occur for any reason listed below or other reasons as determined by the director:

- Refusal by a parent or child to cooperate with Destiny Christian Preschool's policies.
- A continually disruptive child to the point of detriment to other children who cannot be redirected using Destiny Christian Preschool's Nurtured Heart Classroom Management Program.
- Child's behavior is a danger to him/herself or other children.

A suspension will occur only after an initial meeting between the director and the parent take places and a child's behavior/parent's behavior does not improve. Suspensions will be written, signed by the director and parent, and become part of a child's permanent record kept in the preschool office.

Termination from preschool is rare but can occur for any reason listed below:

- Failure to pay tuition or being consistently late with tuition payments.
- Arriving more than 10 minutes late four (4) or more times.
- Arriving after 6:00pm to pick up a child more than five (5) times during a school year.
- Refusal by parent or child to cooperate with Destiny Christian Preschool's policies.
- A continually disruptive child to the point of detriment to other children who cannot be redirected using Destiny Christian Preschool's Nurtured Heart Classroom Management Program.
- Child's behavior is a danger to him/herself or other children.
- Parents leave young children unattended in a vehicle during drop off or pick up.

Violent or Unsafe Behavior

If your child displays a violent, unsafe, or continually inappropriate behavior at school, the school will contact the parents, or, if the parents are not available, the emergency contact person. Parents must make arrangements to have their child picked up within 45 minutes of the notification. While a child is waiting to be picked up, they will be sent to the office.

Parental Rules of Conduct

In the best interest of the teachers, students and parents, parents themselves shall adhere to the following rules:

- No professional solicitation.
- Please do not interrupt class without a request to the office first.
- Promptly drop-off and pick-up your child.
- Please do not use drop-off and pick-up times for an in depth conference time a child's teacher. Instead, submit a written request, preferably via email, for a private conference with the teacher to discuss any concerns regarding your child. Parents may also leave the teacher their phone number and request that she call you at her convenience.

Conflict Resolution

It is our hope that all matters can be resolved in a Christ-like manner initially between the parties involved. Should a concern or dispute arise with a staff member or another parent, please deal directly with the person with whom you have the grievance. Should the matter not be resolved to your satisfaction, a conference with the director may be scheduled.

If there is a problem, we ask parents to go in a Christian manner directly to the Teacher first, the Director second and to the Destiny Christian Church's Administrator last. Constructive recommendations and solutions are most welcome, but destruction and vicious attacks on Destiny Christian Preschool, staff, other children, or administration verbally or via email or other written communication will not be tolerated and are grounds for immediate termination of services from our program.

Licensing Agency's Rights

The California Department of Social Services, Community Care Licensing Division is the governing body for preschools and child care facilities in the State of California. For the safety of staff and children, they have the right on behalf of the State of California to interview children and staff and to inspect and audit children and facility records without prior consent.

Abuse

Because of their daily contact with young children, California State Law (AB2710) includes preschool staff in their list of mandated reports of suspected child abuse. All Destiny Christian Preschool staff members are required by law to report suspected instances of neglect, physical abuse, and sexual abuse to the Children's Protective Services (916-875-5437) immediately.

Immunizations

Children must be immunized against Polio (3), Measles, Mumps, and Rubella (1), Diphtheria- Pertussis-Tetanus (DPT-4), Hib, Hepatitis B, and Varicella (or give date of the disease), or have a statement on file giving a reason for exemption. The last TB test must have been within the past two years. Up-to-date immunization records must be presented at the time of enrollment. With California's passage of SB277, DCP is unable to offer enrollment to children who are not vaccinated unless a medical waiver is presented.

In the Event of an Emergency (Medical, Dental or Other)

In the event of any type of emergency, if a parent or guardian cannot be reached, Destiny Christian Preschool will contact the physician(s) listed on the child's registration forms or will have the child transported to a local hospital for care. Destiny Christian Preschool staff will make medical decisions regarding a child's health and safety in the event that a parent or guardian cannot be reached. Destiny Christian Preschool, Destiny Christian Church or its employees cannot be held liable by parents. Parents are responsible for all medical and/or other expenses incurred.

Modifications to the Handbook

Destiny Christian Preschool reserves the right to modify any conditions of this parent handbook upon 30 days written notice to the parent or guardian.

Admissions Policies and Procedures ~ Enrollment requirements.

The following documents must be CAREFULLY read, completed and submitted prior to your child's enrollment and admission into Destiny Christian Preschool.

1. Online Enrollment Application and Agreement
3. Notification of Parents' Rights form (LIC 995)
4. Personal Rights form (LIC 613A)
5. Identification and Emergency Information (Child Care Centers) (LIC 700)
6. Consent for Emergency Medical Treatment form (LIC 627)
7. Child's Preadmission Health History - Parent's Report (LIC 702)
8. Physician's Report with Physician's Signature - Child Care Centers (LIC 701)
9. Copy of Immunization record
10. Emergency card (will be filled out during registration appointment)
11. Copy of Birth Certificate
12. Nonrefundable Registration Fee

Class placement is not guaranteed until the above items are completed and returned to Destiny Christian Preschool. This includes payment of the registration fee.

Please direct any comments, questions or concerns to the Destiny Christian Preschool Director.