



**UNIVERSITY CITY  
UNITED CHURCH  
P R E S C H O O L**

**PARENT HANDBOOK  
2018-2019**

2877 Governor Drive – San Diego 92122  
858-455-0336 – [preschool@ucuc.org](mailto:preschool@ucuc.org)

## **TABLE OF CONTENTS**

<b>PAGE 3:</b>	<b>Staff Preschool Board</b>
<b>PAGE 4:</b>	<b>School Calendar, About the School</b>
<b>PAGE 5:</b>	<b>Philosophy, Goals</b>
<b>PAGE 6:</b>	<b>Enrollment, Forms and Requirements State Mandated &amp; School Required</b>
<b>PAGE 7:</b>	<b>Arrival &amp; Pick-Up Policies Sign in/out Sheet, School Hours, Extended Care Hours, Unexpected Late Pickup</b>
<b>PAGE 8:</b>	<b>Fee Schedule and Tuition, Preschool Security</b>
<b>PAGE 9:</b>	<b>Emergency Safety Training Earthquake Preparedness Parent Volunteers and Visitors</b>
<b>PAGE 10:</b>	<b>Communications</b>
<b>PAGE 11:</b>	<b>Policy Regarding Sick Children Policy Concerning Administration of Medications</b>
<b>PAGE 12:</b>	<b>Hand Washing Procedures</b>
<b>PAGE 13:</b>	<b>Procedures for Grievances Conflict Resolution/Problem Solving Guidelines</b>
<b>PAGE 13:</b>	<b>Policy: For Handling Behaviors</b>
<b>PAGE 14:</b>	<b>Student Confidentiality/Licensing Regulations</b>
<b>PAGE 15:</b>	<b>Baby-Sitting Policy, Lunch Bunch, Extended Day,</b>
<b>PAGE 16:</b>	<b>Snacks, Curriculum, Injury, School Bags</b>
<b>PAGE 17:</b>	<b>School Clothes, Birthdays, Toys from Home</b>
<b>PAGE 18-19:</b>	<b>Daily Class Schedule Extended Care Schedule</b>
<b>PAGE 20:</b>	<b>PARENT'S COPY: Preschool Contract</b>
<b>PAGE 21:</b>	<b>PARENT'S COPY: Caregiver Background Check Process</b>
<b>PAGE 22:</b>	<b>Parking Lot Diagram</b>

UNIVERSITY CITY UNITED CHURCH PRESCHOOL  
2877 Governor Drive  
San Diego, CA 92122  
(858) 455-0336  
E-mail: preschool@ucuc.org

## PARENT HANDBOOK

Welcome to UCUC Preschool. You will find the following information useful throughout the school year. The Handbook is posted on our website: [ucucpreschool.com](http://ucucpreschool.com).

### STAFF

The UCUC Preschool staff members are all experienced professionals with sound education in Child Development. They have CPR and First Aid certification. Teachers are warm, friendly and enthusiastic educators who set the tone for a positive learning environment. The director has a B.A. in Child Development. The staff for the 2018-2019 school year includes the following:

Tracy Martin - Director

Kendra Brownsberger -Assistant Director

#### Teachers

Randee Lynch	Five-day older class
Carol Frasier	Three-day older class
Janina Tauanuu	Two-day older class
Trisha Goolsby	Three-day & Two-day younger class
Allison Hyde (Co/Teacher)	Three-day & Two-day younger class

#### Assistant Teachers

Pam Gallo	M-W-F	Assists Randee Lynch
Tally Innes	Tu & Th	Assists Randee Lynch
Ginny Pearce	M-W- F	Assist Carol Frasier
	Tu & Th	Assists Janina Tauanuu
Chrissy Denman	M-W-F	Outdoor Teacher/ Floater

### PRESCHOOL BOARD

The Preschool Board is made up of church members, the Preschool Director and parents. This year's board includes:

Rev. Iona Dickinson  
Lynn McNeal  
Sindy Burggraf

Pastor  
President  
Treasurer

Craig DuFord  
Tracy Martin

Preschool parent/ non-church member  
Preschool Director

## SCHOOL CALENDAR

UCUC Preschool's holiday calendar coincides with that of the San Diego Unified School District, except as indicated here: School begins on September 10, 2018 and ends on May 30, 2019.

### 2018-2019 SCHOOL HOLIDAYS

2018	Days	Occasion	School Closed
Nov 12	Monday	Veteran's Day	Yes
Nov 19-23	Mon Thru Fri	Thanksgiving Week	Yes
Dec 18- Jan 1	Mon thru Fri	Winter Vacation	Yes
2018			
Jan 2	Tues	Professional Growth	Yes
Jan 15	Mon	Martin Luther King Day	Yes
Feb 16	Fri	Lincoln Day Observance	Yes
Feb 19	Mon	Washington Day Observance	Yes
Mar 26 to Mar 30	Mon thru Fri	Spring Vacation	Yes
May 28	Mon	Memorial Day	Yes
May 30	Wed	Last Day of Regular School	No
May 31	Thur	End of Year Picnic in Park for all families & children	Yes

## ABOUT THE SCHOOL

UCUC Preschool is an enrichment program sponsored by the University City United Church of Christ. Some Extended Child Care is available before and after the regular program. The school is a non-profit community service, open to children of all races and religions, providing a program for children two years through five years who are toilet trained. The school is licensed by the California Department of Social Services and must comply with all of its requirements. The school also has accreditation through the National Association for the Education of Young Children (NAEYC). The school offers a warm, friendly environment with a developmentally appropriate program, and an atmosphere in which self-image and a positive self-concept is emphasized.

## PHILOSOPHY

Realizing the importance of early childhood education, UCUC Preschool will strive to create and maintain an atmosphere where the child can grow physically, cognitively, socially, emotionally and spiritually. The program will include the individual and group activities necessary for the preschool child to gain a feeling of self-confidence, independence and competence.

**Physical Development:** Developmentally appropriate materials and equipment are available to stimulate the child's physical development. The outdoor classroom provides slides, climbing structures, wheeled toys, sand and water play as well as an area to run, which will help the child develop muscle control, balance and coordination. The indoor classroom provides puzzles, building toys, small manipulative toys, and scissors and

drawing materials to develop the child's small motor skills. Movement activities, activity songs and games are provided to enhance physical development.

**Cognitive Development:** Creative expression will be encouraged through play with paints, clay, crayons, building toys and sensory play. An intellectually stimulating environment will be achieved by allowing the child to freely explore and inquire, according to his or her interests. Children will be encouraged to experiment, ask questions and think while playing in the various activity centers: science area, sensory area, language and writing area, math area, free art area, block area, small manipulative area and housekeeping area. Opportunities for the child to use numbers, count, classify objects, sort objects, label items and see labels around the room will be provided. In-school presentations will provide further enrichment activities for the child. Language development will be encouraged using books, storytelling, finger plays, songs, puppets, flannel stories, conversations and story dictations.

**Social Development:** The child will have opportunities to play in small groups in the indoor and outside classroom. Opportunities for sharing, caring and helping will be provided through stories, dramatic play, making letters or cards for others and sharing time. Such things as manners, safety, health and hygiene will help children learn what is socially acceptable for their age. Staff will encourage pro-social behaviors such as cooperating, sharing, talking out problems and showing consideration for others. This will be done both through direct methods and by setting a good example through modeling.

**Emotional Development:** The Preschool will be a child's world, rather than an adult world. Staff will interact frequently with children showing affection and respect. Staff will be responsive to children and speak in a friendly, courteous manner. Staff will encourage independence in children, as they are ready. Staff will use positive approaches to help children behave constructively. The staff will help children deal with their feelings and solve problems by using words and not force. Staff will not use physical punishment or other negative discipline methods that hurt, frighten or humiliate children. The staff will respect cultural diversity and the uniqueness of each child. In this type of supportive, cooperative environment, it is believed the child will develop a positive self-concept and grow in his or her emotional development to be cooperative and considerate of others.

## **GOALS**

Realizing the importance of the early childhood years in helping children reach their maximum potential, the school will provide each child with personal growth opportunities, a rich and secure learning environment and a chance to develop a variety of warm and meaningful human relationships. We offer a program that emphasizes the development of the whole child, the need for children to feel good about themselves and the opportunity to take initiative and make learning self-directed.

The following are our major goals:

- To develop a positive self-concept
- To develop a favorable attitude toward school and learning
- To attain competency in dealing with emotions and to become increasingly self-reliant
- To gain basic concepts fundamental to formal academic learning

- To become more effective in both verbal and non-verbal communication skills
- To appreciate and understand the physical and natural world around the child
- To enjoy and appreciate the aesthetic world
- To grow in competence with skills of physical development and motor coordination
- To encourage creativity, questions and problem solving
- To facilitate each child's learning through active learning opportunities that are developmentally appropriate for the age of the child

## **ENROLLMENT**

Enrollment is open to children from age two that are toilet trained. A child, who is physically, emotionally, or mentally handicapped, may be accepted as long as it is determined that the school can meet the child's needs. Upon the child's first day of school all forms (state and school required) should be on file. Parents are responsible for keeping forms updated.

## **FORMS AND REQUIREMENTS**

### **State Mandated Forms**

Emergency Information  
 Preadmission Health Evaluation  
 Physician's Report  
 Immunization Record  
 Lead Blood Test  
 Medical Consent Form  
 Parents' Rights Form  
 Personal Rights Form

### **School Required Forms**

Contract  
 Permission to use Student Activity Photos  
 Pest Management form

## **ARRIVAL AND PICK-UP POLICIES**

### **Sign In/Sign Out Sheet**

The person bringing or picking up the child must sign in and out each day. We are using Brightwheel's digital application for iPhone, iPad and Android devices. The Brightwheel sign in/out sheet runs on provider devices and approved parent/authorized representative phones. When the child's parent/authorized representative arrives for drop-off or pickup, there is a class list on the providers device. The parent /authorized representative selects the child from the list by tapping the child's photo. A list of approved parents/authorized

representatives is then displayed. The individual selects his/her profile and enters his/her e-signature. Alternately, the approved parents/authorized representative can use their smartphone and the Brightwheel app to check in/out by choosing their child from their list and scanning a QR code that is provided on campus only. They then enter his/her unique PIN. If the PIN is entered correctly, the check in/out process is then complete. Please give us in written form a list of carpool arrangements. If your child will be going home with a friend, please send a text message through Brightwheel or leave a note with the preschool office. We must have in writing a list of any person allowed to pick up your child. This can be on the emergency form, in a handwritten note or in your child's Brightwheel account. This person will sign out with an administrator device. Identification may be required of persons picking up a child if they are unfamiliar to the staff. The school reserves the right to not release any student to a parent, caregiver or family member who appears to be under the influence of drugs or alcohol. If this circumstance should arise, a UCUC staff member would stay with the student until an alternate adult on the child's emergency list arrives.

## **SCHOOL HOURS**

Our daily enrichment program operates from 9 a.m. – 12 noon, Monday through Friday.

### **Extended Care Hours**

Early drop off for children enrolled in the morning classes is available at 8 – 8:30 a.m. School dismisses at noon unless your child is signed up for extended hours after school. Children may be signed up to stay until 12:30, 1, 1:30 or 2 p.m.

### **Unexpected Late Pick Up**

If you are unavoidably delayed at pick up time, please send a message through Brightwheel or call the school so we can inform your child. It can be very upsetting for a child when the pick-up person is late and all of his/her friends have gone. There is a \$1.00 per minute late pick up fee imposed. This fee is per child. Two emergencies, per family, are allowed. Records of late pick up will be kept and you will be billed accordingly.

## **FEE SCHEDULE AND TUITION**

Tuition is paid on the first day of the month. A 7-day advance notice will be sent via Brightwheel as a courtesy reminder that tuition is due on the 1<sup>st</sup> of the month. Tuition paid after the 1st will incur a \$20.00 late fee. Tuition is divided into nine equal payments; therefore, tuition is the same each month regardless of the number of holidays observed. Because of budget obligations each month, partial refunds will not be granted for vacations, illness, or if you leave in the middle of the month. With a nonprofit status, we run on a very carefully controlled budget.

UCUC Preschool recommends families enroll in our auto-pay through Brightwheel. Payments will be automatically paid on the 1<sup>st</sup> of the month and accurately recorded. Parents can easily access their billing account for tuition receipts. Payments may also be made by credit card through Brightwheel. The preschool office will accept cash or check payments.

A registration fee of \$100.00 is charged to all families. This fee is a non-refundable annual fee used for set-up costs, toy rejuvenation, insurance, earthquake supplies and administrative costs.

### **TUITION SCHEDULE**

**SEPTEMBER 2018-2019**

**MONTHLY TUITION RATES**

(A late charge of \$20.00 is applied after the 1<sup>st</sup> of the month)

<b>Hours</b>	<b>2-days</b>	<b>3-days</b>	<b>5-days</b>
<b>3</b>	<b>\$235</b>	<b>\$355</b>	<b>\$565</b>
<b>4</b>	<b>\$300</b>	<b>\$450</b>	<b>\$725</b>
<b>5</b>	<b>\$365</b>	<b>\$545</b>	<b>\$885</b>
<b>6</b>	<b>\$430</b>	<b>\$640</b>	<b>\$995</b>

**The fee for drop-in Extended Care is \$10/hour and due at the time it's used.**

**PRESCHOOL SECURITY**

Please be aware that all staff are trained in emergency procedures, including lock-down procedures. To ensure the safest facility possible in our setting,

1. All visitors are asked to enter through the Church office and check-in with the administrative assistant. This includes both people having business with the preschool and those having business with the church. Be prepared to show a picture ID if you are unknown to this person. During school hours when children are present, all visitors will be asked to sign-in and wear a visitor's badge.
2. The main entrance door to the preschool will be locked as soon as most of the children have been dropped-off, sometime between 9:15am and 9:30am. Any parents arriving after 9:30am are required to come through the Church office. From 9:30am-11:45am, sign-in/ sign- out device will be in the Church office at this time. You may enter the Church office side of building from Stresemann Street.
3. Door bells are located outside of the two main entrances. We kindly ask that you do not let children play with the doorbell.
4. Doors will be remained locked until 1:30 p.m. Children being dismissed at 12, 12:30, or 1:00 p.m. will be guided to the main door by a teacher.
5. If you will be picking up early, we advise you to notify your child's teacher through Brightwheel. Early pick-ups between the hours of 9:30am-11:45am will be asked to come through the church office. Please note you are required to sign your child out on the sign-in/out sheet.
6. Security cameras have been installed by the church to protect church property. The cameras are on a 24 feed. Images are stored for just a few days and only accessible by members of the church board. The cameras are installed at every door and outside common areas. Should you have any additional questions please call the preschool director or assistant director.

**EMERGENCY SAFETY TRAINING**

Each year staff review and practice emergency training that includes:

1. Evacuation of facility in case of fire.
2. Earthquake emergency procedures.
3. Public health alert emergency procedures.
4. Lock-down procedures including lock-down when threat outside premises and lock-down and/or evacuation if threat is inside facility.

5. 1st Aid and CPR training and any special medical training staff may need for children, such as use of EpiPen, dealing with asthma attacks, or administration of any medications.

## **EARTHQUAKE PREPAREDNESS**

Staff members are prepared to assume the responsibilities necessary to assist children in the event of such a disaster. The necessary supplies have been stockpiled: water, food, and first aid supplies. The parents' responsibilities include:

- Providing an extra set of clothing for your child (include something warm). This will stay at school all year. It should be large enough to fit your child if needed in 6 months.
- A separate list of anyone authorized to pick up your child
- An emergency contact number (it is recommended that you include an out of area number & a land line number since those calls are more likely to get through).
- A three-day supply of medications, if the child requires it, with written authorization for the teacher to administer it
- A familiar object or picture to comfort the child

Put things into a large envelope with the child's name on it. Please **DO NOT** put into a backpack or duffel bag. Our space is limited and the envelopes work best.

## **PARENT VOLUNTEERS AND VISITORS**

Parents are welcome at any time at the school. However, we do ask that if you plan to spend time at the preschool, you make arrangements for younger siblings. Also, please remember we are trying to create a child-centered learning environment, so if you wish to visit with other parents we ask that you move out onto the patio or into the patio room. We like to encourage parent involvement in our program. There are several ways parents can be involved:

- |                                    |  |
|------------------------------------|--|
| Participate on the preschool board | Repairing equipment                    |
| Scholastic Book Orders             | Be a special presenter                 |
| Demonstrating a hobby              | Mystery Reader                         |
| Playing an instrument              | Helping with Book Fairs                |
| Helping with special events        | Help with Cooking projects             |
| Sharing a cultural custom          | Serve on our parent advisory committee |
| Help with gardening                |  |

We hope you will get involved and feel you are part of the UCUC Preschool community. A meeting for parent volunteers, who wish to help in the classroom, will be held at the end of September. Further information will be available in our first newsletter.

## **COMMUNICATIONS**

Communication is an important aspect of the preschool program. The Director encourages parents to contact her immediately, if you have any concerns about your child or how the program is operated. We try to establish regular communication with the parents through the following:

- ❖ Parent/child/teacher meetings prior to the start of the school year.
- ❖ Orientation and Curriculum Meetings – to explain our program to you.

- ❖ **Parent Coffees** – to offer parents a chance to meet with each other, learn more about our program and discuss development topics of interest to them.
- ❖ **Brightwheel**- a mobile friendly app parents can use to communicate with their child's teacher. Teachers can send messages to parents about their child's day, document learning goals and inform parents of daily happenings. Parents can communicate if they will be late or absent or if they need to pick their child up early.
- ❖ **Newsletters** – general information about the school and upcoming events. Newsletters will also be posted to our preschool website and at our entrance on parent communication board.
- ❖ **Class Newsletters** – teachers will provide information on her class and ways you may help follow-up at home. Some of this information may be posted on the teachers Brightwheel calendar or sent to you via e-mail.
- ❖ **Snack Schedule** – posted on the parent communication board.
- ❖ **Conferences** – one early in the school year so the teacher and parents can form individual plans for the child and one at the end of the year to evaluate the child's progress. Additional conferences can be scheduled at any time if there is a concern that needs to be addressed.
- ❖ **Portfolios** – a collection of the child's work, photos of the child at work, and observations made by the teacher.
- ❖ **Open House** – held in spring to allow children to show parents their work and offer parents an opportunity to visit with teachers and other parents.
- ❖ **Parent Representation on the Preschool Board** – two parents serve on the Preschool Board and act as a liaison between parents and board. The preschool Board meets every 4<sup>th</sup> Monday from 11:00am-12:00noon.
- ❖ **Parent Advisory Committee**- a parent group to meet with the director four times a year to give their input on accreditation, standards, general feedback about the program, share any concerns and ideas for improvements. This group will meet from 12:00pm-1:00pm on a Thursdays or Fridays. Children of committee members may stay for lunch bunch at no charge.
- ❖ **Teacher Curriculum Plans** – each day the teachers will post 3 or 4 class activities they are doing on a white board and on Brightwheel. Please inquire from your child's teacher where they display their white board.

## **POLICY REGARDING SICK CHILDREN**

**A sick child, or a child who is contagious, CANNOT be at school. This means that a child with a new cold must be kept at home. School policy recommends keeping the child out two or three days after the onset of a cold, longer if the child appears tired or has a bad cough. If a child has a fever or has vomited, they should be kept home until the symptoms have been gone for at least 24 hours. No child will be admitted to school that shows obvious signs of illness – rash, fever, bad cough, etc. If you have any doubt, please keep your child home. We are concerned about your child's safety and health and rely on you not to bring an ill child to school. The Director or Assistant Director should be notified of any contagious diseases or contagious parasites so that other members of the school may be informed and thus illnesses kept to a minimum. If a child becomes ill at school, the parents will be contacted and asked to pick up the child.**

When your child returns, he/she must be well enough to participate in all his/her class activities, which include outside play. If your child is required to take any medications, must follow our Policy for Administration of Medications (see below), or these must be given to the teacher to administer. **ALL MEDICATIONS** are required **TO BE LABELED** with the child's name and have specific instructions for administration. Medications will be locked up until being administered and a medication log will be kept.

**Lice Policy**-as a private, non-profit school, our policy is that any child who has head lice must go home. Children must stay home until the lice have been treated and there is no evidence of lice or nits.

We appreciate it if you call the school when your child will be out because of illness and thank you for following these policy guidelines so we can prevent the spread of illness to both children and staff.

## **POLICY CONCERNING ADMINISTRATION OF MEDICATIONS**

Best practices state all medications should be administered before or after school at home by parents or trained medical personnel.

At times, special medications may be required during school hours:

- Epi-pen or Benadryl for allergic reactions
- Inhalers for children who suffer from asthma

The director, assistant director and teachers have all been trained in the proper use and administration of medicines. All medications must be in a locked cabinet away from children's reach.

The parent or legal guardian is required to follow the procedures listed below before any medication will be administered:

1. Complete medical authorization form and be sure to have physician complete their section.
2. Provide staff with medication. **ALL MEDICATION MUST**
  - Be in the original container and have the child's first and last name written on the container.
  - Have a visible and current expiration date (no medications past expiration date can be administered).
  - State the name of the medication.
  - Indicate the time medication should be administered including under what circumstances the medication should be administered.
  - Criteria for determining when medication need to be administered.
  - How much medication should be administered.
  - Manner in which medication shall be administered
  - Medical conditions, possible side effects that should be monitored.
  - Length of time the authorization is valid if less than 6 months.

All of the above also apply to any over-the-counter medications (please attach child's name or write on bottle child's first and last name for medications such Benadryl or special creams.

Sun lotion is considered a medication. We advise all parents to apply sun protection before the child comes to school. Hand sanitizer and all lotions and creams is also considered a medication. All lotions and special creams will be kept out of the reach of children.

## **HAND WASHING PROCEDURES**

Illnesses can be kept to a minimum by frequent and thorough hand washing. Children are required to wash hands upon arrival at school. Please assist your child with this task before taking the child into his/her class. Teachers will guide children in washing their hands before eating, after using the restroom, after handling pets, after outdoor play, after blowing their noses or coughing and whenever else it is deemed appropriate by the teaching staff.

Proper hand washing requires thorough scrubbing front, back, in between, wrists and nails for a minimum of 20 seconds under running water. It also requires thorough drying. Please work with your child on developing these skills. We will be working with them at school.

## **PROCEDURES FOR GRIEVANCES**

1. Bring concern to the attention of your child's teacher, the director or the assistant director.
2. Bring concern to the attention of parent board member.
3. Ask to have concern addressed formally by the preschool board. You would have the opportunity to address the board.

## **PRESCHOOL CONFLICT RESOLUTION AND PROBLEM-SOLVING GUIDELINES**

Our primary goal is to teach preschoolers appropriate social skills. We believe we need to teach social problem-solving skills just like we teach math and science concepts. With the older children, we encourage verbal dialogue between children, placing the responsibility for a solution to the problem on the child. When a child is just "having a bad day" and continues to repeat negative behavior we go through the following steps:

- 1) Discuss feelings and problems and give solutions to solve the problem.
- 2) If that does not work, we remove the child and explain why (we describe what we saw, what feelings we observed, and the reasons for the rule).
- 3) We have the child tell us when he/she is ready to return to play and we go with the child and try to help the child be successful as they re-enter the play group.

With younger children and children with limited English skills, we may use redirection as well as giving them simple language to use to resolve problems. We use positive reinforcement whenever possible.

If there is a consistent problem with a child, we will notify the parents and ask for their input. We will establish a conference and set some goals together. As we are concerned about adverse effects on the other children, as well as the negative impact on the child having behavior problems, we may ask that the parents seek outside help if we do not notice improvements in the child's behavior. If the school feels that progress is not being made to help the child and/or that we cannot provide an appropriate environment for the child, the child may be asked to leave the school. We do not anticipate this being

necessary, but we do want parents to realize that their child will be protected from disruptive and unsafe behavior. (See following policy)

## **BEHAVIOR PROBLEMS - POLICIES REGARDING HOW WE HANDLE BEHAVIORS THAT ENDANGER THE SAFETY OF CHILDREN AND STAFF**

These behaviors include, but are not limited to: biting, kicking, throwing an object at someone, hitting someone forcefully or using an object to inflict injury, pushing someone off the climbing structure, scratching, or trying to leave the facility.

At UCUC Preschool one of our primary goals is to provide a safe, secure and pleasant environment for all of the children we serve.

We recognize that one of our jobs is to help children learn appropriate ways to handle conflict. We work on this as conflicts arise, helping the children find satisfactory solutions. We also have a Conflict Resolution component as part of our curriculum. We understand that many preschoolers may use misguided behavior because they have not yet learned what acceptable behavior is. We hope to help teach them how to handle their problems effectively.

However, at times, a child's behavior may endanger others. We want to assure parents that we will address such behavior immediately following these guidelines:

1. A first incident will be reported to the parent verbally and with a written report that will also be placed in the child's file.
2. A second incident following soon after the first (within a few weeks) will result in a written notice to the parent as well as the setting up of a conference to discuss the behavior and establish a plan of action to deal with the behavior.
3. A third incident will result in the parent being called and asked to pick up the child immediately. The purpose of this action is to send a clear message to the child that his/her behavior is not acceptable and will not be tolerated at school. Discussions will continue with the parents to find a solution to understand what might be causing the problem. Referral for outside assistance may be suggested.
4. A fourth incident will result in the child being excluded from school for the next day he/she is scheduled to attend. There will be further discussions to establish a plan of action.
5. Any further incidents could result in the child being dropped from the school if it is felt that any of the following conditions exist:
  - 1) The school cannot meet the child's needs.
  - 2) The parents are not able to work with the school to find an acceptable solution.
  - 3) The continuing behavior endangers the well-being of other children, teachers, and/or the child himself.

## **STUDENT CONFIDENTIALITY/ LICENSING REGULATIONS**

The confidentiality of the children's files and all information regarding the children attending UCUC Preschool is taken very seriously. The following policies are in place to protect the confidentiality of your child's record.

1. Children's personal information files are locked in file cabinets.

2. Files will only be released to other parties with a parent's or legal guardian's written permission.
3. Files are kept for 3 years after child's last day of attendance and then shredded in a confetti type shredder.
4. All staff members sign a confidentiality statement that states knowledge of our confidentiality policies, which includes not discussing individual children's records with others without written authorization.
5. Access to children's files is limited to the director, assistant director, the child's teachers and licensing agents under the State of California.

a) "The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d)" ( CDSS, 2016)

6. Licensing agents under the State of California have the authority to interview children or staff without prior consent.

b) Health and Safety Code Section 1596.8535(a) provides: "Notwithstanding any other provision of law, the department shall conduct any authorized inspection, announced site visit, or unannounced site visit of any child daycare facility only during the period beginning one hour before and ending one hour after the facility's normal business hours or at any time childcare services are being provided." ( CDSS, 2016 )

## **BABY-SITTING POLICY**

It is the policy of UCUC Preschool to discourage families from asking Preschool employees to baby-sit for children and to discourage employees from accepting employment as a baby-sitter. Parents who choose to hire a staff member to baby-sit, despite this policy, need to know that UCUC Preschool accepts no responsibility for the actions of the person performing this work or for the care of the children during these times. This work falls outside the realm of the employee's work for the Preschool. Employees choosing to accept baby-sitting work from families need to know that UCUC has no responsibility for this work and that persons involved are not covered by the Preschool's insurance. In short, the Preschool accepts no obligations or liabilities in the area of baby-sitting service agreements between people employed by the Preschool and families served by the Preschool.

In order to protect the school from any liability claims, teachers are never allowed to sign a child out from school or take the child from school.

## **LUNCH BUNCH \*\*Allergy Alert\*\***

Any child staying past 12 noon should bring a lunch from home. Children sit down for lunch with a teacher at 12 or 12:30. We ask that you do not pack candy or "junk food" since these foods seem to have a contagious quality. PLEASE SEND NUTRITIOUS LUNCHES. Please ask for recommended preschool lunch suggestion sheet. We have a policy of "no

waste” lunches, so please send lunches in reusable containers and send drinks in a thermos or plastic bottle. We do not have facilities to refrigerate or warm up food. Lunch Bunch enrollment is limited to 28 children. Children attending on a regular basis will be given priority. The fee should be included in your regular monthly tuition check. Drop-ins are on an HOURLY BASIS ONLY and the fee of \$10.00 per hour should be paid at the time the child stays. Checks and cash payments are accepted.

**\*\* Please remember that due to peanut allergies we are a peanut free school. \*\***

### **EXTENDED DAY**

Children who stay until 1:30-2:00 are required by licensing to have a quiet rest time. Individual mats and bedding will be provided for these students. Parents are asked to take the bedding home at the end of every week to wash and return the following week. There will be a \$10.00 charge for bedding that is lost/ damaged or not returned. Parents may wish to provide their own bedding. Please make sure your child’s name is on their personal bedding. Children staying for rest time may wish to bring a small blanket or stuffed animal, and this is allowed. Please remember this is something for your child to cuddle. Do not send other types of toys like action hero dolls or Barbie’s, etc.

### **SNACKS**

A snack is served mid-morning each day. Water, juice, or milk and a variety of crackers, fruit, vegetables, etc. are served. Snack time is considered a learning experience. Besides socialization, the children are taught good table manners and healthy nutrition. **IF YOUR CHILD HAS ANY FOOD ALLERGIES AND/OR SPECIAL DIETARY RESTRICTIONS, PLEASE INFORM THE DIRECTOR IN WRITING.** You will be required to fill out a form with dietary restrictions, which we will post in a prominent spot in the kitchen. A snack schedule is posted on the parent sign in/out table.

### **CURRICULUM**

Children are separated into classes with children close to their age to work in smaller groups. During the day, each class has an opportunity to have time in our large room for free play and individualized learning; time in the Story Room for stories, songs and movement activities; snack time and in our outdoor classroom. By effective stimulation and availability of quality resources, materials and dedicated staff, the children have the opportunity to learn and explore many areas. Our curriculum includes the following: Process Arts, Music, Science, Story Time, Language Arts, Cooking, Math, Manipulative Activities, Dramatic Play, Outdoor Large and Fine Motor Skills, Conflict Resolution Skills and Emergent Literacy.

### **INJURY**

If a child is seriously injured while at the preschool, the director will attempt to contact you and/or those on the child’s emergency information form. **PLEASE** notify us of any changes of phone numbers or other pertinent information. **PLEASE** make sure your child’s Brightwheel profile is up to date with contact information and numbers. If necessary, an ambulance or paramedic will be contacted to transport your child to an emergency hospital. Parents will be responsible for any charges incurred. Parents will be notified of minor injuries with a written “Incident Report.” Incident Reports, will be sent via text message through your child’s Brightwheel Profile.

## **SCHOOL BAGS**

We provide UCUC Preschool tote bags for each child to carry home their artwork, notes from teachers, newsletters and flyers. These are on loan to you and we ask that you return them at the end of the school year in good condition. If you lose the bag or damage it so it cannot be used by another child the following year, or if you decide you wish to keep the bag as a souvenir for your child, we will ask for a \$5 payment to cover the cost of the bag. If you wish to wash the bag, please wash in cold water and line dry.

## **SCHOOL CLOTHES**

We recommend that your child be dressed as comfortable as possible. Clothes should be able to be managed by the child alone and provide freedom of activity without fear of getting dirty.

Cowboy boots, sandals, croc's, long dresses and slick bottom shoes are not appropriate for preschool play. Closed toe shoes are recommended. If your child will not wear sneakers to school, we suggest that you bring a pair of sneakers to school so the teacher can have the child change into them before they go outside to play. We go outside in most every kind of weather. Please provide rain gear when the weather is rainy.

We recommend you bring an extra set of clothes for your child for accidents, spills, or wetness from water play. Please label all clothes with child's name. We do provide aprons for wet or messy play and art activities, but sometimes this is not sufficient and children get paint and dirt on their clothes.

## **BIRTHDAYS**

UCUC Preschool enjoys in sharing in special birthday celebrations! Your child's teachers will designate their birthday as their "Special Day at School". Teachers will provide the student with a birthday crown; the class and school will sing the "Happy Birthday Song" and the child will get to choose a "Special Surprise" from our pretend birthday cake.

We would like to remind parents that if you are having a party at home for your child and are inviting only some school friends, please mail the invitations or give them directly to the parent. We do not allow invitations in the cubbies UNLESS the ENTIRE CLASS is being invited because the children tend to take the invitations out of the cubbies and discuss them. This can lead to some children feeling left out. Also, if your child will be car-pooling to a party immediately following school, we ask that you arrange to get the gift to the person's house. Please do not bring gifts to school.

## **TOYS FROM HOME**

Please do not allow your child to bring toys from home to school. We have a large variety of equipment for the children to choose from. Toys from home are often lost or cause disputes over ownership. Toys from home can cause disruptions and interfere with the positive learning environment. We do understand that a younger child may have an attachment for a special stuffed animal or blanket that makes them feel more secure at school. These items are allowed, but we ask that you discuss this with your child's teacher. Sometimes a child may have a special need to share something with his/her teacher. If this occurs, we ask that you allow the child to show the teacher when he/she arrives in the morning and then take the items home with you. Thank you for your cooperation in this regard.

**ALL CLASS SCHEDULES – 2018-2019**

**8 am – 9 am – Early drop off. Children arrive and have inside play free choice.**

<b>Early Care Inside</b>	<b>8:00-8:20am</b>
<b>Clean – up &amp; go outside</b>	<b>8:20 am</b>
<b>Early Care Outside</b>	<b>8:25-8:50am</b>
<b>Wash Hands and dismiss to classrooms</b>	<b>8:50 -8:55am</b>

**Mrs. Lynch, Ms. Gallo and Mrs. Innes**

<b>Arrival, hand washing and meeting time in Story Room</b>	<b>9:00 – 9:40 am</b>
<b>Outside Classroom</b>	<b>9:45 –10:30 am</b>
<b>Toileting &amp; Hand Washing</b>	<b>10:30 – 10:45 am</b>
<b>Snack</b>	<b>10:45 – 11:00 am</b>
<b>Inside Classroom</b>	<b>11:00– 11:40 am</b>
<b>Final Meeting / Review of day (dismissal from patio room)</b>	<b>11:40 – 12:00 noon</b>

**M-W-F Mrs. Frasier & Mrs. Pearce**

**Tu & Th Ms. Janina & Mrs. Pearce**

<b>Arrival, hand washing and Outside Classroom</b>	<b>9:00 – 9:40 am</b>
--	-----------------------

<b>Toileting &amp; hand washing</b>	<b>9:40 – 9:50 am</b>
<b>Snack</b>	<b>9:50 – 10:10 am</b>
<b>Inside Classroom</b>	<b>10:10 – 10:50 am</b>
<b>Story Room/ Meeting Time</b>	<b>10:50 – 11:40 am</b>
<b>Outside Classroom (dismissal from outside gate)</b>	<b>11:40 – 12:00 noon</b>

**Miss. Goolsby & Miss. Allison (2 to 3-year old's)**

<b>Arrival, hand washing and go to Inside Classroom</b>	<b>9:00 – 9:45 am</b>
<b>Clean/ up time/ Toileting and hand washing</b>	<b>9:45 – 10:10 am</b>
<b>Snack Time</b>	<b>10:10 – 10:25 am</b>
<b>Story Room for Meeting Time</b>	<b>10:30 – 10:45 am</b>
<b>Outside Classroom</b>	<b>10:45 – 11:35 am</b>
<b>Clean/ up time/ Toileting and hand washing</b>	<b>11:35 – 11:45 am</b>
<b>Songs &amp; Final Circle Time</b>	<b>11:45 – 12:00 pm</b>
<b>Dismissal from Inside Classroom</b>	<b>12:00 noon</b>

**Extended Care Schedule**

<b>Younger &amp; Middle age group has lunch/ Oldest outside</b>	<b>12:00 – 12:30 pm</b>
<b>Older Group has lunch/Younger &amp; Middle age Group outside</b>	<b>12:30 – 1:00 pm</b>
<b>Dismissal for children who leave at 1:00 pm</b>	<b>12:55 – 1:00 pm</b>

<b>Outside Gate / Big Room</b>	<b>1:00 – 1:10 pm</b>
<b>Toileting and hand washing</b>	<b>1:00 – 1:15 pm</b>
<b>Rest time</b>	<b>1:15– 1:50pm</b>
<b>Children put books and mats away</b>	<b>1:50pm</b>
<b>Dismissal as parents arrive / Story Room</b>	<b>2:00 pm</b>

**UNIVERSITY CITY UNITED CHURCH PRESCHOOL CONTRACT  
2018-2019 School Year**

I hereby agree to comply with the rules and regulations of **UCUC Preschool** regarding fees, attendance, health, discipline policies and other items specified in the **Parent Handbook**. You may access the **Parent Handbook** on the website at: [ucucpreschool.com](http://ucucpreschool.com) and click on the Parent **Page**.

1. I understand and agree to notify the school in writing one month in advance in the event of withdrawal or pay the difference.
2. I agree to pay the late fee if my child is not picked up within 5 minutes of dismissal time. (The late fee is \$1 for each minute for each child).
3. I agree to pay the bank fee and \$15 penalty to the school for any returned check.
4. I agree to pay my child's tuition by the 1<sup>st</sup> of the month or pay an additional \$20 late fee.
5. I understand that the state licensing department has the right to interview any staff or child without prior consent including access to child and staff records.

**The May 2019 tuition payment is refundable only if UCUC Preschool is given written notice of intended withdrawal at least 30 days before the withdrawal date, and that the withdrawal is before FEBRUARY 1, 2019.**

I hereby grant permission for my child to use all of the play equipment and participate in all the activities of the school. I understand that accidents may occur even with proper supervision.

I hereby grant permission for the Director or responsible staff member to take whatever steps deemed necessary to obtain emergency medical care. I understand I will be responsible for any expenses incurred for such care. These steps may include, but are not limited to, the following:

- Attempt to contact a parent or guardian
- Attempt to contact the child's physician
- Attempt to contact a person on the emergency information form
  - Call 911
- Have the child taken to an emergency hospital in the company of a staff member

The school will not be responsible for anything that may happen because of false or insufficient information given by the parent or guardian.

---

Signature – Parent or Legal Guardian  
License # 372000610

---

Date  
Accreditation # 279435

**CAREGIVER BACKGROUND CHECK PROCESS**

**The California Department of Social Services** works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### **How the Exemption Request is Reviewed**

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us. The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

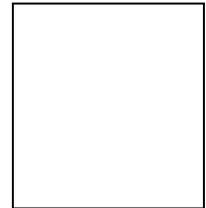
The person also gives us reference letters from people who aren't related to them who know about their history and their life now. We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### **How to Obtain More Information**

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>

**STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
LIC 995 E (10/09) CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**UCUC PRESCHOOL  
2877 GOVERNOR DRIVE – SD CA 92122  
PARKING LOT DIAGRAM**



**CARS EXIT HERE**

**CARS ENTER HERE**



**The preschool parking lot is on the corner of Stresemann and Gobat Streets.  
The Entrance to the Church Office is off Stresemann Street.**

