

EvFREE PRESCHOOL PARENT HANDBOOK

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION	2
• History & Purpose	
SECTION 2 - PHILOSOPHY OF PROGRAM	2-3
SECTION 3 - AGE GROUPS & SCHEDULE	3-4
SECTION 4 - ADMISSION POLICY & PROCEDURES	4-5
SECTION 5 - OPERATING PROCEDURES	5-6
• Arrival & Departure	
• Vacation/Illness	
• Withdrawal	
SECTION 6 - FEES	6-7
• Registration	
• Tuition	
• Late Pick-Up	
SECTION 7 - HEALTH & SAFETY	7-9
• Health Regulations	
• Daily Health Check	
• Communicable Diseases	
• Medication	
• Accidents & Minor Injuries	
• Cleaning Products	
• Emergency Procedures/Natural Disaster Plan	
SECTION 8 - STATEMENT OF DISCIPLINE	9-10
SECTION 9 - NUTRITION	10-11
SECTION 10 - GENERAL GUIDELINES	11-12
• Clothing	
• Personal Items & Toys	
SECTION 11 - COMMUNICATION	12

SECTION 1 - INTRODUCTION

History

Ev Free Preschool was originally formed in 1980 as a ministry of the church that served mothers of preschool-aged children. This ministry provided a weekly opportunity for mothers to leave their children in an engaging and fun atmosphere, knowing that their children were cared for and loved. This ministry later developed into a non-profit, state licensed child care center, serving children and families with quality education with the child's needs and interests in mind.

Purpose

Ev Free Preschool believes that each student is a unique child of God. We are committed to providing a strong Christian foundation for our students and believe that there is no greater joy than to see children walking in Truth (3 John 1:4). We value our families and understand that you are your child's first teacher. We are dedicated to teaming with our families in providing opportunities for children to create, explore, problem-solve, and interact with peers and teachers through age-appropriate experiences and activities. We are committed to encouraging your child's development in the areas of spiritual growth, social and emotional growth, physical development, mathematics, literacy, science, and the arts.

SECTION 2 - PHILOSOPHY OF PROGRAM

Age appropriate curriculum will be created to challenge the child's level of development, both during individual and small group instruction. The role of the teacher is to assist and guide the child during instruction and encourage curiosity in understanding themselves and the world we live in. Opportunities are provided to encourage the child to develop new skills and reinforce current levels of understanding in the following areas:

SPIRITUAL

We believe in building a solid spiritual foundation through songs, stories, verses, and prayers. Children will learn the basic Christian values and Biblical truths through formal and informal teaching.

SOCIAL/EMOTIONAL

The basis of this foundation is self awareness, peer interaction, and understanding how the child fits into the world. We provide a safe environment for children to feel loved and accepted, and to develop self-esteem and self-regulation.

LANGUAGE AND LITERACY

The three developmental areas emphasized are listening/speaking, reading and writing.

MATHEMATICS

Children learn math concepts through the understanding of numbers, patterning, comparison, identifying shapes, and measurement.

VISUAL AND PERFORMING ARTS

Children learn to improvise vocally or act out with others through music and movement, visual arts, and drama where they can create, invent, and express themselves.

PHYSICAL DEVELOPMENT

Through gross motor activities and playground equipment, children are provided with opportunities to develop strength and coordination.

HEALTH

Foundations in basic hygiene, safety, and nutrition are emphasized daily.

HISTORY/SOCIAL SCIENCE

Students are introduced to history as it relates to events, people and places of time. They also learn understanding of responsibility, following rules, and relationships with others.

SCIENCE

The practice of scientific inquiry draws on children's cognitive, language, social and physical skills. These are developed in abilities to group and sort items as well as identifying the cause and effect of events.

SECTION 3 - AGE GROUPS & SCHEDULE

Infant

6 weeks - Walking (approx. 12 mo.)

Toddler

Walking (approx. 12 mo.) - 24 months

Preschool/Pre-Kindergarten

2 - 6 Years

School Age (Summer Only)

5 - 12 Years

*Must have completed Kindergarten

Schedules are based on these time options:

8:00 a.m.-9:00 a.m. Early Care

9:00 a.m.-1:00 p.m. School Day
1:00 p.m.-3:00 p.m. Extended School Day
3:00 p.m.-5:00 p.m. Enrichment Program

Two-day Program

Tuesday and Thursday

Three-day Program

Monday, Wednesday, and Friday

Four-day Program

Any four days (based on availability)

Five-day Program

Monday - Friday

The school year calendar, including vacation days, are posted on our webpage.

SECTION 4 - ADMISSION POLICY & PROCEDURES

Policy

EvFree Preschool is open to any child regardless of sex, race, religion, or national origin. All children need to meet the following criteria:

- Be physically, emotionally and socially developed to the extent that they are not a hazard to themselves and do not endanger the well-being of other children.
- Children with special needs will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children. Parents will need to arrange for an individual consultation.

Procedures

Parents and children are invited to tour EvFree Preschool. The director is willing to meet individually with parents to discuss the philosophy, curriculum and policies of our preschool. Enrollment forms are available to parents on our webpage.

The State Department of Social Services and EvFree Preschool require that the following forms be **completed and on file before a child may attend**. These must be kept current throughout each child's enrollment in the center:

- Child's Pre-admission History Record
- Application for Admission (*Three pages*)
- Identification & Emergency Information Form
- Physician's Report (*completed by child's pediatrician*)

- Consent for Medical Treatment
- Administration of Medications
- Parent's Rights Form
- Inclusion in Roster
- Personal Rights
- Immunization Record (*provide a copy*)
- Acknowledgement of Receipt
- Birth Certificate (*provide a copy*)

SECTION 5 - OPERATING PROCEDURES

Arrival and Departure

Parents are asked to park in general parking areas. **Do not leave other children unattended in a vehicle while bringing EvFree Preschool children to their rooms.** EvFree Preschool is not responsible for children left unattended in the parking lot.

In order to keep our students safe, gates to the playground and classroom areas **must be kept closed**. Please help us keep the children safe by closing the gate securely after you enter and exit the playground area.

Each classroom is equipped with the Brightwheel app to sign in and out children. This app allows faster communication between teachers and parents, and for our Infant and Toddler classrooms, the nap, diaper changes, and feeding schedules. Parents and guardians who will be picking up students may download the app on a Smart device in order to receive a code specific to you and the child. **Please do not share pick-up and drop-off codes, they are specific to each approved adult on the emergency card.**

Please do not leave children unattended in the classroom or on the playground at any time. Please allow enough time to ensure smooth transitions for the child at arrival and departure times. Upon arrival, parents should help the child place personal belongings in the assigned area. Upon departure, check for parent notices, artwork, or other projects that are being sent home.

Children are released only to parents or other authorized adults listed both on the Emergency Card and signed up in the Brightwheel app. All information on the Emergency Card must be kept current. If an adult is unknown to the staff on duty, identification will be requested. Any changes are to be reported to the office immediately. Children will not be released to any adult suspected of intoxication from alcohol or drugs.

Vacation/Illness

Tuition is due the first of each month, regardless of your child's attendance. Parents are requested to notify the EvFree Preschool office when children are absent from the center and in advance of any planned vacation. This helps our teachers with planning for each day.

Part-time children will be given two make-up days per school year (August through May). The make-up day reflects to the child's enrolled schedule for pick-up time. Make-up days are not applicable in the summer (June-July).

Withdrawal

Parents will notify the office in writing two weeks in advance of a child's withdrawal from EvFree Preschool. If a two-week notice is given, any unused portion of the last month's tuition will be refunded. Parents who do not give notice forfeit two weeks of the last month's tuition.

SECTION 6 - FEES

Registration

A non-refundable \$150 registration fee is paid upon the enrollment of each child. Returning students are required to pay a \$100 re-registration fee each year. Preschool and school age children are charged a \$25 summer activity fee (applies to children attending June and July only).

Wait List

A child will be added to the wait list after the parent(s) have taken a school tour. A non-refundable \$50 partial registration fee is due at the time of adding your child to the wait list. The remaining \$100 registration fee is due at time of enrollment.

Tuition

Monthly tuition is due on the first day of each month of enrollment. A \$10.00 late fee will be assessed on all past due accounts if not paid by the 10th of that month. If the account remains unpaid twenty days after the due date, the child will be removed from EvFree Preschool until the account is paid in full or arrangements have been made with the director.

A sibling discount applies to families with three or more children. There is a 50% discount applied to the oldest child's tuition. Discounts do not apply to registration or summer activity fees.

Tuition is pro-rated on an average annual basis to insure the continued quality operation of the program. Therefore, no tuition credit is given for any of the days when the center is closed, or any days a child is absent due to vacation or illness.

Our school is closed two weeks every December for Christmas Break. Tuition is discounted 50% during December to reflect the school break.

Late Pick-Up Fee

Please inform our staff if you are picking your child up late. Pick-up times are at 1:00 p.m., 3:00 p.m., and 5:00 p.m. We provide a ten minute grace period for pick-ups. If your child is picked up past the ten minute grace period during normal business hours, you will be charged an additional hour of \$15 and will automatically be charged to your brightwheel account.

EvFree Preschool closes at 5:00 p.m., in accordance with our state license. A late charge of \$1.00 per minute is assessed for any tardiness after 5:10 p.m. Repeated lateness will result in the removal of a child from the school.

Early Drop-Off Fee

EvFree Preschool opens at 8:00 a.m. for early care students. Any child dropped off before 8:50 a.m. will be charged the early drop-off fee. We will not accept any children between 8:50 a.m. and 8:59 a.m. due to transition to their regular class for the safety of the children. The early care fee is \$15 and will be charged automatically to your brightwheel account.

SECTION 7 - HEALTH AND SAFETY

Health Regulations

- Every child must have a Physician's Report completed by a licensed physician.
- Every child must be immunized for tetanus, diphtheria, whooping cough, polio, and measles.
- Tuberculin clearance is required.
- Parents must complete a Pre-admission History Record.

For the well-being of all children, we must limit school attendance to well children only. Teachers will do a wellness check for every child upon arrival. Children with the following symptoms will need to remain home until cleared.

***A doctor's note is required for those marked.**

<i>Symptom:</i>	<i>Child must remain home until:</i>
Fever of 100 or above	The temperature has returned to normal for at least 24 hours.
Cold/Flu Symptoms	Yellow or green discharge is no longer draining from nose and cough has subsided.
Diarrhea/Vomiting	Loose stools and vomiting have subsided for at least 24 hours and the child has returned to normal eating without stomach upset.

Ear Infection/Strep Throat	Until child has been seen and treated by a physician and/or symptoms subside, usually after being on an antibiotic for 24 hours.*
Conjunctivitis	Eyes return to normal, are no longer red and burning or itching; usually after being on an antibiotic eye drops for 24 hours.*
Skin Rash	The rash disappears or has been diagnosed by a physician as non-communicable.*
Diaper Rash	The rash is under control and there are no open sores.
Thrush	The white coating is being treated by a physician.*
Head Lice	Must be cleared of nits with an incubation period of 7-10 days.*

Daily Health Check

Children who become ill or injured will be sent to the office to temporarily rest until picked up by a parent or guardian.

Communicable Diseases

With childhood comes illness. The most common infectious diseases are measles, mumps, whooping cough, and chicken pox. Strep throat, head lice, pinworms and impetigo are also considered communicable diseases because they are extremely infectious and children have yet to build up immunities against them.

If your child contracts a communicable disease, for the health of all children it is imperative that the director be notified immediately in the event a quarantine period is necessary.

Medication

The EvFree Preschool staff are not authorized to administer most medication. If your child needs medication while he/she is attending school, a parent may come and give the medication. With a completed Parent Consent for Administration of Medications form, EvFree Preschool will administer an Epi Pen for a child, if needed. Epi Pens must be in original packaging with the child's prescription label attached.

Accidents and Minor Injuries

Minor bumps and scrapes may happen. They will be reported on an incident report, given to the parent when the child is picked up. Parents are called immediately in the event of any serious or questionable injury. If the parent or guardian cannot be reached

and an emergency exists, the director will seek medical care as needed and as designated by the Emergency Authorization Form.

Cleaning Products

In order to keep our preschool classrooms sanitized, our staff will frequently use Simple Green, Clorox Wipes, Lysol spray and organic bug spray (giving 24 hour notice to our families before spraying).

Emergency Procedures/Natural Disaster Plan

In the event of an emergency or natural disaster, all children will be kept at the center until they are picked up by an authorized person as indicated on the Emergency Authorization Form. A photo ID is required at time of pick up.

In the event of an emergency that requires us to leave campus, children will be available for pick-up on our North Campus located at 2904 Brea Blvd. Fullerton, CA 92835. Only authorized adults on your child's emergency card and provide a copy of their photo ID will be allowed to pick up your child.

Each child will be required to provide an Emergency Earthquake kit. A list of supplies will be provided at the time of enrollment.

SECTION 8 - STATEMENT OF DISCIPLINE

EvFree Preschool staff will design activities intended to be suitable for all children. In the event a child is unable or unwilling to participate in an activity, the teacher will attempt to find an appropriate alternative.

On occasion, continued inappropriate behavior will require specific disciplinary action. In all cases, the preferred method will be to redirect the child into other activities. On a rare occasion, and only if redirection does not work, a "time out" will be used and the child will be separated from the rest of the group and from the activity. At no time will a child be left unattended.

At no time will the EvFree Preschool staff use corporal punishment, humiliating or frightening disciplinary methods, or use punishment restricting food, rest or toilet use.

In the event that every effort has been made and a child's behavior becomes harmful or chronically disruptive to other children, the following steps will be enforced:

1. A letter of notification will be sent to the parent describing the child's behavior
2. Parent/Teacher/Director conference will be held
3. Expulsion from the EvFree Preschool program will occur

Biting

We know that young children sometimes bite as a means of frustration, lack of communication, or teething. They often outgrow this behavior. However, it is disruptive to the other children in our program. To ensure that we provide a safe and nurturing environment, we must have a policy to minimize biting behaviors. If a child bites, the following steps will take place:

- 1) First bite, warning in writing and phone call to parent
- 2) Second bite, parent conference & biting contract
- 3) Third bite, immediate pick up child from preschool
- 4) Fourth bite, temporary disenrollment from preschool for two weeks
- 5) Fifth bite, final disenrollment from preschool

SECTION 9 - NUTRITION

A parent must advise the center of any prescribed diet or food allergies of a child.

The parent determines the diet of infants and toddlers and must provide a feeding schedule and us with written dietary instructions on the Infant and Toddler Needs and Service Plan.

Recommended Infant Meal Pattern (from Community Care Licensing)

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fl. oz. formula or breast milk	4-8 fl. oz. formula or breast milk 0-3 Tbsp. infant cereal (optional)	6-8 fl. oz. formula, breast milk, or whole milk 2-4 Tbsp. infant cereal 1-4 Tbsp. fruit and/or vegetable
Lunch or Dinner	4-6 fl. oz. formula or breast milk	4-8 fl. oz. formula or breast milk 0-3 Tbsp. infant cereal (optional) 0-3 Tbsp. fruit and/or vegetable (optional)	6-8 fl. oz. formula, breast milk or whole milk 2-4 Tbsp. infant cereal and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or ½-2 oz. cheese or 1-4 oz. cottage cheese 1-4 Tbsp. fruit and/or vegetable
Supplement	4-6 fl. oz. formula or breast milk	4-6 fl. oz. formula or breast milk	2-4 fl. oz. formula, breast milk, whole milk, or fruit juice

			0-½ bread or 0-2 crackers (optional)
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Recommended Meal Pattern for 1-12 year olds (from Community Care Licensing)

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Milk	½ cup	¾ cup	1 cup
Vegetables and Fruits	¼ cup	½ cup	½ cup
Bread	½ slice	½ slice	1 slice
Cold dry cereal	½ serving	½ serving	1 serving
Cooked cereal	¼ cup or ⅓ oz.	¼ cup	½ cup
Cooked pasta	¼ cup	¼ cup	½ cup
Cooked cereal grains	¼ cup	¼ cup	½ cup
Meat or Meat Alternatives			
Lean meat, poultry or fish	1 oz.	1-1 ½ oz.	2 oz.
Cheese	1 oz.	1-1 ½ oz.	2 oz.
Eggs	1 egg	1 egg	1 egg
Cooked dry beans, peas, or peanut butter	¼ cup	⅔ cup	½ cup
Yogurt	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup

The parent is to supply the daily morning snack and lunch. When preparing your child's snack and lunch, consider the four food groups. Also, we provide water at snack time for the children who are two years and older if they do not bring a water bottle to school.

Parents are welcome to send a special treat for their child's class for birthdays or other special occasions. All special treats **must be store bought and sealed in the original package**. The package must include the ingredient list. Please notify the child's teacher or the director in advance so that the schedule may be adjusted to include the event.

SECTION 10 - GENERAL GUIDELINES

Clothing

We ask that students come to school wearing comfortable clothes suitable for active and messy play and craft activities. For safety purposes, we ask that children wear socks with closed-toe shoes. We recommend comfortable shoes are sturdy and safe for running and climbing.

Every child shall have an extra set of clothing, marked with the child's full name. It is recommended that all clothing be marked, especially jackets and sweaters. Any clothing items that are left and found at school will be brought to the office lost and found. Lost and found is cleared out every other month and donated to our church's Clothes Closet.

Personal Items and Toys

Toys and equipment have been carefully selected for all children so it is not necessary to bring toys from home. However, there are times when a child may wish to bring a personal item from home for a classroom share time. All items need to be clearly marked. Please do not bring items that have small pieces that can become detached and thus be a hazard to children or lost. Toy soldiers, guns, jewelry, money, candy and chewing gum are to be discouraged. Ev Free Preschool is not responsible for lost or damaged items brought to school by students.

SECTION 11 - COMMUNICATION

Parent teacher communication will most often take place through the brightwheel messaging system. Each teacher also has an email address. Office communication is preferred through the phone or email, which can be located on our school webpage (www.evfreepreschool.com).

Update 3/19