

COAST 2 COAST PRESCHOOL

Parent Handbook

2024 - 2025



Welcome to Coast 2 Coast Preschool and Child Care!

Thank you for choosing Coast 2 Coast Preschool for your childcare needs. We understand what a huge decision this is and we consider it an honor to care for your child.

This handbook has been prepared as a guide to help parents know more about us as we join together to provide quality learning and care for their preschoolers. We want preschool to be the best possible experience for children, so we ask that you carefully read over this packet.

We offer a program for children 2.9 years through 5 years of age who are able to use the bathroom independently.

Our program options are 5 days, Monday-Friday, and 3 days, Monday/Wednesday/Friday. Our preschool time is 9 am-12 pm. Our full-day program runs from 7:00 am – 6:00 pm which includes before school, preschool, lunchtime, naptime, and afterschool care.

During the summer months, we offer a full-day Summer Day Camp for children 2.9 years through 5 years of age who can use the bathroom independently.

We are licensed through the State of California Department of Social Services and the California Department of Education. We are owned and operated by Pacific Camps and Family Resources, Inc., a non-profit, faith-based corporation.

Our Mission

Our mission is to develop individual relationships with children to bring them and their families into a personal relationship with Jesus Christ.

Our Goals

- For all children to feel a sense of belonging in a safe, secure, loving environment and to ensure each child feels welcomed and wanted.
- For each child to know that God is real and to help each child in developing an understanding of the characteristics of Jesus.
- To support the family in raising their child.
- To provide godly, professionally trained, positive teachers and role models for children.
- To help each child develop academic skills through creative teaching and hands-on learning so children are prepared in developmentally appropriate readiness skills.
- To help children gain developmentally appropriate emotional and social skills.
- Our goal is to honor God by demonstrating His love to the children and families of our preschool by providing a nurturing, Christ-centered, developmentally appropriate environment that fosters the spiritual, intellectual, social, emotional, and physical growth of every child in partnership with parents and our community.

Hours of Operation

We are open Monday through Friday, 7 am – 6 pm.

Brightwheel

Coast2Coast Camps and Preschool will communicate via the Brightwheel billing and communication app. regarding updates, enrollment reminders, or urgent notices. An account with Brightwheel will be required for each parent or guardian with a child enrolled in Coast 2 Coast Preschool/ Camps. It is a requirement that each person who picks up a child from Coast 2 Coast Preschool/ camp must have parental permission and a unique PIN to sign the child in/out. Brightwheel will guide you through this process during your enrollment.

Days we are Closed

- Independence Day July 4, 2023
- Labor Day Sept. 4, 2023
- Veterans Day November 10, 2023 Observed
- Thanksgiving Day Holiday. November 23 & 24, 2023
- Christmas Day December 25, 2023
- New Year's Day. January 2, 2024, Observed
- Martin Luther King Day January 16, 2024
- Presidents Day February 19, 2024
- Good Friday, March 24, 2024 close at 12:00
- Memorial Day May 27, 2024
- Annual Staff Training May 31, 2024

We may be closed early or closed entirely on Christmas Eve and Good Friday based on the host church and how the holiday falls on the calendar.

Coast 2 Coast Preschool is closed on most Federal Holidays. Notices will be posted in advance of the holiday. We follow the school break schedule for the Pleasant Valley School District. When they are out for Christmas and Spring Breaks, we will be open and have a "camp" atmosphere. During these breaks, we will not have academic structured classes but a program of fun group activities. These programs are included in your monthly tuition fee. During these breaks, camp shirts are required to be worn.

We strive to maintain a Christian perspective in the celebration of holidays. Halloween costumes, Santa Claus, and the Easter Bunny do not play a part in our curriculum. Please understand that we do not teach against these secular traditions, but that our emphasis at the preschool is spiritual.

Arrival and Departure

Our Preschool Only program begins at 9:00 am and ends at 12:00 pm. To avoid distractions to the program and to ensure all children get the full benefit of preschool, please bring your child to school on time and regularly. A child arriving late while class is in progress is very distracting. Your child is required to be signed in and out each day at the front desk of the preschool. After signing in, please make sure that a preschool staff has visual contact with you before dropping off or picking up your child. Drop-off and pick-up persons are not permitted beyond the entry doors of the preschool. We ask that parents follow this policy so that we know who is with or around our students. This also allows the children to take responsibility for putting away their belongings as they come into school.

Admission Requirements

Coast 2 Coast Preschool welcomes children of any race, color national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate in the administration of its educational policies, admissions policies, and other school-administered programs.

Children admitted to the preschool program must be at least 2.9 years of age and must be able to use the bathroom independently. Preschool staff cannot go into the bathroom to help wipe or clean a child. The child must be determined by the preschool director to be able to benefit from the program offered. The child must be physically and emotionally ready to participate in the group experience provided by the program.

When you have completed a preschool tour with the preschool director, you will be given the following paperwork.

- A Coast 2 Coast Preschool registration packet.
- Physicians Report that will need to be completed by a licensed physician showing a physical exam was done within 1 year of enrollment.
- A Preschool Admissions Agreement
- A Coast 2 Coast Preschool Handbook

These completed documents along with a copy of up-to-date immunizations and TB test assessment can then be turned in to the preschool director. The State of California Health Dept. requires documentation of the following immunizations and doses for admission for 2.9 – 5-year-olds:

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| ● Polio (OPV OR IPV) | 3 doses |
| ● Dtap (Diphtheria, Tetanus, and Pertussis) | 4 doses |
| ● MMR (Measles, Mumps and Rubella) | 1 dose (on or after the 1 ST birthday) |
| ● HIB | 1 dose (on or after the 1 ST birthday) |
| ● Hep B (Hepatitis B) | 3 doses |
| ● Varicella (chickenpox) | 1 dose (or have had chicken pox) |
| ● assessment for TB | 1 verification |

When the director and the parents sign the admissions agreement, your paperwork will be given to the billing department which will contact you to get financial information to set up your billing account. The billing department will also be giving each family a personal PIN that is used to sign your child in and out of preschool each day. When the director is notified that all financial paperwork is completed, you will be notified of a start date.

Each child is accepted on a probationary basis.

Cancellation/Termination of Enrollment

Children are enrolled with the understanding they will remain for the full school year or at the discretion of the preschool program. No refunds are given for absences, vacations, holidays, dismissal, withdrawal from school, or when the preschool is closed. We reserve the right to terminate enrollment based on the following conditions.

- tuition is not paid for one month
- child's behavior is a threat or danger to others in the program
- an individual demanding excessive amounts of staff energy and time at the expense of other children
- failure to pick up your child on time on more than three occasions.
- placing another child or staff at risk from inappropriate or uncontrolled behavior (excessive violence, biting, hitting, intimidating, bullying, yelling, screaming, kicking, spitting, pushing, destroying school or other property, etc.)

Withdrawal Procedure

A Payment contract can be canceled by you at any time with 30 days written notice stating the reason for withdrawal must be given to the preschool director when withdrawing your child from school. In such an event, all financial obligations must be paid at this time.

The contract-breaking fee:

- PRESCHOOL is the amount of 1 month of your contracted tuition.
- SUMMER is the amount of 1 week of summer tuition.

Financial Information

All payments, fees, and attendance will be communicated and documented through the Brightwheel billing and communication app.

During the summer program, the weekly payment is processed the Friday prior to the week your child attends.

During the school year, monthly tuition payments will be processed on the 1st day of the month. Cash and checks are not accepted for tuition payments.

Tuition must be current to attend. All contract payment agreements will be charged for the duration of the program period regardless of attendance except for available vacation weeks (Summer program only). The parent signing the child's registration form is considered the financially responsible party for that child. If both parents wish to be considered the responsible party, both parents must sign the registration form. There are no refunds given.

- Summer Tuition Contracts have 2 vacation weeks that are built in them that you may choose to use during summer camp if your child will not be attending. After your vacation weeks are used, your account will be charged regardless of your child's attendance.
- A vacation week is a week in the summer (M- F) that you can suspend your tuition if your child does not attend. To use a vacation week, you will need to email camarillo@campbilling.com at least 5 days prior to the payment date. If you e-mail later than that date, your payment will be drafted from your account. If you have a vacation week available, we will be happy to give a credit to your next week of attendance, however, no refund will be given.

Copies of enrollment forms, attendance records, and tax statements can be found on your Brightwheel account.

Fee Schedule

- Non-Refundable Preschool Registration Fee = \$170 (due at enrollment) June – June
- Summer Camp Only Registration Fee = \$85 (due at enrollment) June through August
- Late payment Fee = \$18 (fee will be charged on Monday morning if your card was declined on Friday and will be run the following Friday for any amount due on your account
- If tuition is still not paid, and additional \$10 fee will be added to the next Monday

Fee for "Payment contract cancellation"

- PRESCHOOL is the amount of 1 month of your contracted tuition.
- SUMMER is the amount of 1 week of your summer tuition.

Late Pick-up Policy and Charges

The “preschool only” program (9 am- 12 pm) session ends at 12:00.

The preschool extended care (7 am – 6 pm) ends at 6:00 pm.

- 1 minute after your session ends - A flat fee late charge of \$15
- At 16 minutes after your session ends - the additional charge is \$1 per minute.
- At 30 minutes after your session ends – the additional charge is \$2 per minute.
- The fee doubles on the 3rd late arrival.

Coast2Coast Preschool is licensed to be open from 7:00 am – 6:00 pm.

These late fees are per child. The Brightwheel app is used for calculating the late fee. Please notify us as early as possible if you are running late so we can assure your child that you are coming, and okay. If you are late (6:01) and we have not heard from you, we will try to call you first, then we will make calls to those you have designated to pick up your child. If we have not been able to reach you or anyone on your authorized pick-up list by 6:30, we will contact the Ventura County Sheriff's Dept.

Tuition

An Annual Registration Fee (\$170), Summer registration Fee (\$85) Weekly (summer) or Monthly (preschool) Tuition is required for your child to attend any Coast 2 Coast Camps/Coast 2 Coast Preschool program. Registration fees are non-refundable. There are no refunds, reductions in payment, or makeup days for days missed due to vacation, illness, withdrawal, dismissal, or for days the school is closed.

Tuition is required whether your child is in attendance or not.

To participate in extended care, (between 12:00 pm – 6:00 pm) you must be enrolled in the full-day preschool program. Tuition is processed each Friday prior to your child's attendance. We require all tuition payments to be auto-drafted through Brightwheel, our billing and communication app. Cash and checks are not accepted for tuition payments.

Clothing

Please send your child to school in comfortable play clothes and closed-toed shoes. No sandals. This will allow your child the freedom for outdoor physical activities, art activities, and other classroom activities. We recommend “pull-on” type clothes with elastic waists that can be easily handled by your child at potty time. Overalls, belts, bodysuits, etc. are discouraged. Shorts should be worn under skirts/dresses for girls.

Please keep a complete change of labeled clothes in your child's school cubby, in a Ziploc plastic bag, labeled with his/her name, for when your child needs changing, (soiled clothes from playing or toileting). Please send an appropriate sweater or jacket for your child as the weather dictates as outdoor play is part of our daily schedule.

During Summer Camp and “Holiday Break” camps, Pacific Camps T-shirts are required to be worn everyday. If your child arrives at camp without a shirt, one will be provided and your account will be charged.

Daily Program

During the preschool program time between 9 am – 12 noon, the children will participate in structured, unstructured, indoor and outdoor activities. Your child must attend preschool between the hours of 9 am – 12 noon to stay for the extended care program in the afternoon.

Spiritual Development

Each day the children will learn about God's love for them through prayer, songs, Bible stories and fun activities. Character traits will also be taught i.e. kindness, responsibility, forgiveness, etc.

Academic Development

The children will be introduced to fine and gross motor skills, language, numbers, alphabet and phonics, colors, music, art, science, shapes, listening and following directions skills, health, creative movement, math concepts, and sign language. Children will be encouraged to increase skills in problem-solving, thinking, and reasoning.

Social Development

We believe in the value of creative play and materials to allow children to freely express themselves through active involvement and social interaction.

Physical Development

Outdoor equipment such as stairs, slides, tricycles, and balance beams promote large muscle growth. Indoor activities such as puzzles, coloring, manipulatives, and painting provide fine motor skills.

Daily Program Schedule

7:00 am - 9:00 am...inside/outside play	1:00 pm – 3:00 pm.....rest time
9:00 am – 12:00 pm...daily program time	3:15 pm....afternoon snack
10:00 am...morning snack time.	3:00 pm -6:00 pm....inside/outside play
12:00 noon – 1:00 pm...lunch/bathroom time	

Birthdays

Your child's birthday is an important occasion! You are welcome to bring a special treat for your child's class to share. Please notify your child's teacher in advance so we can plan for it. We will celebrate during our regular snack time.

State licensing requires that snacks be store-bought and not homemade.

Personal Possessions

Please do not bring your child's toys to school. Guns of any type are not allowed at school. We cannot be responsible for personal toys, special blankets, or irreplaceable items that are brought to school.

Lunch and Snacks

Please make sure your child eats breakfast BEFORE they come to school/camp.

The school provides a morning snack at 10:00 and an afternoon snack at 3:15 consisting of food from 2 food groups.

Examples of snacks: crackers and cheese, meat and cheese mini sandwich, yogurt and granola. Grapes and crackers

If your child has allergies, please inform the school by noting all allergies on your enrollment form and telling the director.

Every precaution will be taken to protect your child from foods that will cause harm. If the allergy is so severe that our normal snacks could possibly cause harm, we will ask you to provide the snack for your child.

Everyone attending the all-day program will need to bring:

- A ready-to-eat lunch packed in a lunch box or bag with an appropriate ice pack, if needed.
- A water bottle filled with water only.

Time for lunch is provided from 12:00-12:30. Please do not send candy, gum, or soda. Refrigeration or heating of lunches is not available. If your child does not come with a lunch, we will call you and you will need to bring a lunch. Coast 2 Coast does NOT provide lunch.

Please send a LABELED water bottle with your child every day.

Rest Time

Title 22 of the Ca. Administrative Code regulating licensing of Child Day Care Facilities requires that provision be made for children to rest. All children in our full-day program are provided time to rest during the afternoon hours between 1:00 and 3:00. The children are not required to sleep, but they do need to rest quietly and not disturb others who wish to sleep. We do NOT offer another option for children. We ask that there be no pick-ups during that time unless you inform us ahead of time so we do not disturb the children who are resting. A cot is provided for each child. Each child attending the full-time program is required to provide 1 crib-sized fitted washable sheet and 1 crib-sized washable blanket clearly marked with your child's name. A small pillow or small snuggly may be sent to be used at rest time. These items will be sent home on Fridays to be laundered and should be returned on Mondays. If your child does not have bedding, the parents will be called to either bring it or pick up your child before naptime

Please do not send family heirlooms that could be lost or damaged.

Medications

A physician must prescribe the administration of medication needed during school hours. It will only be administered with written authorization from a parent or guardian for a short-term illness. This is done by way of the Coast 2 Coast Medication Authorization form. The card along with the medication (in its original container clearly labeled with the child's name, dosage, and the Drs. Name) must be given to the teacher or director, upon arrival at school. Please do NOT put medicine, cough drops, or inhalers in your child's backpack or lunch box.

First Aid Treatment

Soap, water, Band-Aid, and a hug will be administered to minor cuts, bumps and abrasions. An OUCH REPORT will be prepared if your child has an accident during the day. You will be contacted by telephone in the event of a serious injury or illness and also in the event your child receives a head bump or facial injury.

Health and Illness

It is our goal to provide a healthy environment for all children. To do so, we must have the following "sick child" policy. Should your child become ill at school, we will notify you immediately so that you can pick him/her up within the hour. If neither parent can be reached, we will call the next person on the emergency list. Please update this list immediately when there are changes, so that we may contact you in the event of an emergency.

After 1 hour of being notified that your child is ill, there is a fee of \$25.

Even with all our precautions, children do get sick. We wash our hands regularly and make every attempt to keep toys and surfaces sanitized.

If your child is ill, please notify the school and let us know that your child will not be at school.

If your child's doctor has confirmed that your child has a contagious disease, please let us know so we can post this for the other parent's information. Please bring a note from the doctor stating when your child may return to school.

Please keep in mind how you would feel if another parent brought their sick child to school and exposed your healthy child. Be considerate and proactive if your child shows any signs of oncoming illness, please keep them home. Your cooperation is greatly appreciated.

A child should stay home or will be sent home from school if he/she:

- Has a green, runny nose
- Has a sore throat
- Has a persistent cough
- Has a fever of 100 degrees
- Has one or more episodes of diarrhea in the past 12 hours
- Has one or more episodes of vomiting in the past 12 hours
- Has an undiagnosed rash
- Has been crying for an unusual amount of time
- Develops any other symptoms of concern
- Is too ill to participate in the daily program
- Has chicken pox, measles, mumps, conjunctivitis, impetigo
- Has head lice, we have a "no nit policy"

These are contagious illnesses!

A child that has had a contagious illness may return to school after being on antibiotics for at least 24 hours and/or has been free from fever or green, runny nose for at least 24 hours, and has a doctor's note stating they are able to return to school and they are able to participate in all classroom activities, including going outside.

COVID: If your child tests positive for COVID-19, you must notify the site as it is our responsibility to notify other families of the risk. He/she may not attend Coast 2 Coast Preschool/Camps for the current CDC-recommended time. If your child is quarantined by another entity (school, doctor's office, etc.) they may not attend school until the required quarantine time is completed, even if the child is not showing symptoms. No refunds will be issued for missed days due to COVID-19 or any other illness.

Allergies

Allergies are not contagious but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness, but is unusually irritable, tired, or fussy, please consider how his/her behavior will affect the class and the child's school experience.

Emergency Care

In the case of an emergency or disaster, the following procedures will be implemented: Children will remain with staff on-premises or at a designated emergency evacuation site until a parent or authorized person has arrived.

In the event of a medical emergency, an EMT will be contacted to transport to the nearest medical facility.

The school conducts drills for emergencies on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building. We are prepared for emergencies with food, water, and provisions.

Coast 2 Coast Preschool provides no accident or medical protection. Coast 2 Coast Preschool will communicate with parents by an alert on the Brightwheel app and text if any type of emergency or disaster occurs while your child is under our care. The Emergency phone numbers are: 805 482-5250 Camarillo Site phone number.

By enrolling my child in Coast 2 Coast Preschool as the parent or Authorized Representative, I hereby give consent to Pacific Camp Family Resource, Inc. to obtain all emergency medical or dental care prescribed by a duly Licensed Physician (MD) Osteopath (DO) or Dentist (DDS) for my child. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my child.

Parent/Teacher Conference

A conference may be arranged for any time that is convenient for both you and your child's teacher or the director. Parents are responsible for all information that is posted, reading handouts, signing in and out daily, updating contact information, provide daily lunches and naptime bedding if full-time.

No Smoking, No Alcohol and No Drug Policy

Coast 2 Coast Preschool is a smoke-free, alcohol-free, and drug-free environment. No smoking will be permitted within 25 yards of school premises. This applies to parents, teachers, and visitors. We will not release a child to someone whom we smell alcohol on their breath or who appears to be under the influence of a drug.

General Information

By signing my child into Coast 2 Coast Preschool, I am giving my permission to allow my child to participate in swimming, wading, or other water activities on or off campus, and to go on field trips by Pacific Camp vehicles or walking. Arbitration- by enrolling my child, I understand that any dispute involving Coast 2 Coast Preschool and myself or my child shall be resolved by way of arbitration through the rules and regulations of the American Arbitration Association. Each party shall bear its own costs and attorney fees in connection with any such action, to the extent allowed by law. Notices, menus, schedule changes, and upcoming events will be posted on our bulletin board inside the Coast 2 Coast Preschool classroom. We will also give you flyers for upcoming events. It is your responsibility to stay updated.

It is a requirement if you are a CDR/CHS/CCRC parent that your child also be checked in and out on the CDR/CHS/CCRC website at the front desk of Coast 2 Coast Preschool by a parent/guardian/or an approved adult.

Coast 2 Coast Staff

Our staff are carefully chosen and trained to care for and teach your children. They are highly qualified and have a desire to work with children and positively impact their lives. Our teachers and staff want to support you in your role as parents. Each teacher has met the state requirements of units in Early Childhood Education. We train our staff annually in the areas of First Aid and CPR, mandated reporter, self-esteem, communication, and discipline, as well as the general rules of Coast 2 Coast Preschool that the children and staff are required to follow. Criminal background checks and fingerprinting are done on all our employees. Our teacher/staff ratio is a maximum of 12 children per teacher which meets all state childcare licensing requirements.

Changes in Phone Number and/or Address

Please keep us up to date with any changes in your address, contact phone, work phone, and names of people authorized to pick up your child.

Behavior Management and Correction

Our main behavior expectations are:

- Keep your hands to yourself
- Respect others with words and actions
- No hitting, kicking, biting, swearing or yelling
- Respect our school equipment
- Use inside voices
- Listen to the teachers
- Treat others the way you want to be treated

Because children are children and discerning right from wrong is a continual learning process, our goal is to:

- Set realistic expectations for the children
- Look for possible problems before they develop
- Give positive reinforcement for good behavior
- Encourage the children to use their words to express their needs and wants.

Behavior is viewed as an opportunity to teach and train your child. Unfavorable behavior will be dealt with in the following ways:

- Talk to the child to make it clear that the behavior is unacceptable and not the child.
- Redirect to a new activity
- Loss of privileges
- Separate the child from the group temporarily to calm down (1 min per year old)
- Note home to parents
- Conference with parents/teacher/child to make a plan of action
- The intentional or repeated destruction of the property of others or the school will result in the child's suspension from the preschool program.
- Causing physical harm to another child or adult by hitting, biting, kicking or any other physical action is not acceptable and the parent will be called to take the child home within the hour. Once you are called, the charge for pick up past 1 hour is \$25/hr.

The following may result in the termination of enrollment:

- Constant demonstration of an uncooperative spirit through continual disobedience and negative attitude
- Abuse of other children, staff, or property
- The center's inability to meet the child's needs
- Disruptive or dangerous behavior

Causing physical harm to another child or adult by hitting, biting, kicking or any other physical action is not acceptable.

This is cause for an immediate suspension from school for 1 day.