

Promiseland Preschool Parent Handbook 2023-2024



Promiseland

Preschool

is a Christian Ministry of **Coast2Coast Camps**
380 Mobil Ave. Camarillo, Ca 93010 1-805-432-8271
CCL #566210154

Welcome to Promiseland Preschool and Child Care

Thank you for choosing Promiseland 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.

During the school year, we offer a program for children 3 through 5 years of age who are potty trained and have not yet attended kindergarten.

Our program options are 5 days (Monday-Friday) and 3 days (Monday/Wednesday/Friday)

Our preschool time is 9am-12pm

Our full day program runs from 7am–6 pm which includes before school, preschool, lunch time, naptime and afterschool care.

During the summer months, we offer a full day Summer Day Camp for children 3 through 5 years of age who are potty trained.

We are licensed through the State of California Department of Social Services and California Department of Education.

Our Mission

Our mission is to develop individual relationships with children in order 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 insure 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 hand-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.

Full day program. 7am–6pm. ½ day program 9am–12noon

Brightwheel

Promiseland 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 Promiseland Preschool. It is a requirement that each person who picks up a child from Promiseland Preschool must have parent permission and a unique pin number to sign the child in/out. Brightwheel will guide you through this process during your enrollment.

Days we are Closed

- New Year’s Day January 2, 2023, Observed
- Martin Luther King Day January 16, 2023
- Presidents Day February 20, 2023
- Good Friday April 7, 2023 close at 12:00
- Memorial Day May 29, 2023
- Annual Staff Training June 2, 2023
- Independence Day July 4, 2023
- Labor Day Sept. 4, 2023
- Columbus Day October 9, 2023
- Veterans Day November 10, 2023 Observed
- Thanksgiving Day Holiday November 23 & 24, 2023
- Christmas Day December 25, 2023

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.

Promiseland Preschool is closed on all Federal Holidays. Notices will be posted in advance of the holiday. We follow the school break schedule for the Pleasant Valley School District. When schools are out for Christmas and Spring Breaks, we will be open and have a “camp” atmosphere. During these breaks we will not have the 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 by state law to be signed in and out each day at 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

Promiseland 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 administration of its educational policies, admissions policies and other school-administered programs.

Children admitted to the preschool program must be at least **3 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 for participation 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 Promiseland 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 Promiseland Preschool Handbook

These completed documents along with a copy of **up-to-date immunizations and TB test assessment** and 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 3 – 5-year-olds.

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 dept. who will contact you to get financial information to set up your billing account. The billing dept. will also be giving each family a personal pin number 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 others' property, etc.)

Contract Breaking Withdrawal Procedure

Withdrawal from preschool contract requires:

- submitting a written notice stating the reason for withdrawal.
- Notice must be at least 30 days prior to last attendance day.
- all financial obligations must be paid at this time including the contract breaking fee.

The contract breaking fee is

- 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 with the exception of 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 = \$20 (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 (9am-12pm) session ends at 12:00.

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

At 1 minute after your session ends - 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.

Promiseland Preschool are licensed to be open from 7am–6pm.

These late fees are per child. The Brightwheel app is used for the late fee based on check in/out times. 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 our 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 Local Authorities.

Tuition

An Annual Registration Fee (\$170), Summer registration Fee (\$85) Weekly (summer) or Monthly (preschool) Tuition is required for your child to attend any Pacific Camps/Promiseland Preschool program.

Registration fees are non-refundable. There are no refunds, reduction 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 12pm–6: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 waist 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 weather dictates as outdoor play is part of our daily schedule.

During Summer Camp and “Holiday Break” camps, Camp T-shirts are required to be worn every day. 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 9am– 12 noon, the children will participate in structured, unstructured, indoor and outdoor activities. Your child **must** attend preschool between the hours of 9am–12 noon in order 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. Fine motor skills are promoted indoors by activities such as puzzles, coloring, manipulatives and painting.

Daily Program Schedule

7am-9am.....inside/outside play	1 pm–3pm..... rest time
9am–12 pm.....daily program time	3:15pmafternoon snack
10am..... morning snack time	3pm-6pm.....inside/outside play
12pm–1 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 are: crackers and cheese, meat and cheese mini sandwich, yogurt and granola, spaghetti, soup and croutons.

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 possible 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 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.

Promiseland 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 a 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 have offer another option for children.

We ask that there are no pick-ups during that time unless you inform us ahead of time so we do not disturb the children that 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 Promiseland 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 to school. Please do NOT put medicine, cough drops or inhalers in your child's backpack or lunch box.

First Aid Treatment

Soap, water, a 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. In order 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 and 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, has a dr. 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 test 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 Promiseland Preschool 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 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 and keep them home.

Emergency Care

In the case of 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, 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 emergency situations with food, water, and provisions.

Promiseland Preschool provides no accident or medical protection.

Promiseland 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: 877-830-3266 C2C main phone number.

805 432-8271 Terri Beaumont cell phone number

By enrolling my child in Promiseland 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, to read handouts, check in and out daily, update contact information, provide daily lunches and naptime bedding if full time.

No Smoking, No Alcohol and No Drug Policy

Promiseland 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 if we smell alcohol on their breath or appears to be under the influence of drugs.

General Information

By signing my child into Promiseland 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 C2C Camp vehicles or walking.

Arbitration- by enrolling my child, I understand that any dispute involving C2C Camps/Promiseland 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 at our bulletin board inside Promiseland 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/ parent that your child also be checked in and out on the CDR/CHS website at the front desk of Promiseland Preschool by a parent, guardian, or an approved adult.

Promiseland 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 and communication, discipline, as well as the general rules of Promiseland 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 and work phone and names of people authorized to pick up your child via the Brightwheel app.

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 years old)
- Note home to parents
- Conference with parents/teacher/child to make a plan-of-action
- The intentional or repeated destruction of property of others or of 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.**