

Parent Policy Handbook



"Start children off on the way they should go, and even when they are old they will not turn from it."

Proverbs 22:6 (NIV)

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Revised 10/1/19

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Dear Parents,

Thank you for choosing Small World Learning Center for the care and beginning education of your child. Small World Learning Center is a ministry of Port City Church. We look forward to working together with you and your child as they begin this new journey in their little lives called school. Thank you for entrusting us with your child's safety, and allowing us to care for, teach, encourage, and love your children.

This handbook outlines our policies and procedures. However, like any handbooks, it is unable to cover all of the questions that may arise from time to time. Please feel free to contact me with any questions you may have.

Thank you again for choosing Small World Learning Center Preschool.

In His Service,
Lajuana Lopez
SWLC Director

Purpose

SMALL WORLD LEARNING CENTER PRESCHOOL (SWLC) was established by Wilmington First Assembly of God, as a service to the families in its community in the 1970's. Recognizing the importance of early childhood development, our purpose is to provide a variety of experiences that will assure balanced growth in your child.

Everything a young child does and experiences becomes a part of his/her mental, social, spiritual and physical maturing process. In the early years, a child develops his/her concept of him/herself and others and patterns of feelings and behavior. These directly affect all his/her later experiences in life.

The child's value system is growing during this time in his/her life-along with his/her sense of security and ability to give and receive love. Our goal during this important phase is to provide a loving environment, a variety of experiences, and a place where each child can develop meaningful relationships with adults and other children. Each teacher and worker, with a ready smile and a pleasant, affectionate manner has the goal of guiding children toward happy and wholesome spiritual development.

Goals

Our central goal is to provide a carefully supervised and planned program which will allow each child to develop, at his/her own rate of speed through enriching experiences, toward self-discipline and the ability to make choices. Our goal to develop the total personality of each child will be accomplished when:

SPIRITUAL:

They learn reverence and respect for God. They are trained in morals and manners.

EMOTIONAL:

They learn to feel secure away from home. They develop a sense of self-worth.

SOCIAL:

They learn to participate in groups. They develop a feeling of belonging.

PHYSICAL:

They develop motor control and coordination. They develop large and small muscle skills.

MENTAL:

Their intellectual curiosity is encouraged. They experience involvement in learning.

Statement of Faith

We Believe

There Is One God.

(Deuteronomy 6:4, Ephesians 4:5) God (the Father), Jesus (the Son), and the Holy Spirit. The three are commonly referred to as the Trinity. (Matthew 28:19)

The Bible Is The Word Of God And The Ultimate Source Of Truth.

The words of the Bible were inspired by the Holy Spirit. The greatest evidence of the authority of the Bible. It is found in the obvious result of applying the truths of the Bible to our everyday lives. (2 Timothy 3:15-17; 2 Peter 1:21)

Salvation Is Available To Anyone Who Believes In Jesus.

Jesus is God's Son. He has always existed. Because of sin, mankind was doomed to die (Romans 6:23). Jesus came to earth as a baby, born to a virgin girl named Mary. He lived a life without sin, and willingly died for us. (John 3:16) Three days later He rose from the dead, He ascended to Heaven, and He is alive today. We can know Him personally by believing in Him and asking Him to forgive our sins.

God Still Works In Our Lives In Incredible Ways.

The Holy Spirit is still at work in the lives of believers today. In fact, many of the miracles of the Bible still happen and are documented every day. The healing of diseases, the restoration of broken lives, even prophecies and supernatural occurrences, all these things still happen. The reason these things still take place is because the Holy Spirit is still at work in the lives of believers. (James 5:14-16; John 14:12)

**"Love the LORD your GOD with all your heart
and with all your soul and with all your mind and
with all your strength."**

Mark 12:30

**"A new command I give you: Love one another.
As I have loved you, so you must love one another.
By this all men will know that you are my disciples,
if you love one another."**

John 13:34-35

Schedules

School Hours of Operation

The Preschool hours of operation are Monday through Friday, 6:30 a.m. - 6:00 p.m. However, children are not required to be present the whole time. If you wish for your child to eat breakfast at school, they must arrive before 8:25 a.m. We stop serving breakfast at 8:30 a.m. We do ask that your child is at school by the time his/her class curriculum starts. (See Daily Schedules)

Daily Schedule

Each class has a structured learning time and time for creative expression, as well as free play. Our curriculum time is 9:00 - 10:00. We ask that you have your children here by class time so they don't miss out on their learning time.

Arriving & Departing

When bringing your child to school, the child must be escorted inside the building by an adult and released to the custody of a staff member. The adult must sign the child in (including the time). When picking children up, ONLY the persons authorized by the parent (on file in the office) will be permitted to sign the child out and they must show a picture ID. Children are not released to an unfamiliar adult that may be listed but that cannot produce proper picture identification (such as a permanent California Driver's License or identification card.) The child **MUST BE SIGNED OUT** (including the time), and may not be removed from the premises until a school staff member has been properly notified. The person picking up your child must be at least 18 years of age.

Please check your child's cubbies on a daily basis and pick up all papers, art work, jackets, etc., before you leave.

Breakfast, Lunch, and Snack

Breakfast is provided for children who arrive at school before 8:30 AM. They are served cold cereal, with milk. If you wish for your child to have hot lunch, Good & Tasty is our hot lunch provider (Information is in sign in area). You are responsible for ordering your child's lunch online, and/or calling in emergency lunch requests before 8:00 A.M. Afternoon Snack is also provided. It is the parent's responsibility to provide their child with an afternoon snack if allergies or dietary restrictions prevent him/her from eating what is on the menu. Any lunch or snack provided by the parent should be placed in the child's cubby. **Please do not send food that requires refrigeration or preparation of any kind by the teacher. We do not have the facilities, or staff to be responsible for heating your child's lunch. You must send ready to eat food in lunches.**

Naptime

Naptime is an opportunity for children to rest. Our nap time is from 12:30 to 2:30. Each child is provided a cot, and is required to lie down quietly during naptime. Parents provide their child with a fitted crib sheet and blanket every Monday morning for nap time. This sheet and blanket are to be taken home every Friday to be washed. **If you bring your child to school on Monday with no sheets or blanket, they will not be allowed to stay at school.** This is California State Law, and must be enforced.

Tuition Fees

Registration

A registration fee of \$125.00 is charged when your child starts school. In addition to this registration fee, there is a yearly fee of \$85.00 charged in September when the new school year starts. If your child has been here less than 6 months, you will not incur the September registration fee.

Monthly Tuition

Tuition is due on the day your child starts school, and then the first day of each month thereafter. It must be paid no later than the 10th of the month. A weekly late fee of \$10.00 will be charged if not paid by then. **NO EXCEPTIONS!**

Weekly Tuition

Tuition is due on the day your child starts school and each Monday thereafter. If tuition is **not paid by closing Thursday**, a late fee of \$10.00 will be added to your account. If your tuition is not paid the following day your child will not be allowed back to school until your bill is current. Please be advised that you will be contacted to pick up your child should he/she be dropped off without paying tuition.

Discounts

A 10% discount will be given for a sibling of the same family attending SWLC.

Part time/Three Days of care

If your child is enrolled as a part time student, you must specify which three days you would like your child to attend. Days cannot vary from week to week, and there are **no make-up days**. This gives the teacher the ability to prepare daily for the students that will be in attendance. **Please understand tuition is charged on a 3 day or 5 day basis. Tuition is not determined by which days your child attends school.**

Returned Checks

Any check that is returned for insufficient funds will have a \$12.00 fee plus a \$10.00 late fee. If a second check is returned, we will no longer accept your personal checks. Only cash, money order, or credit cards will be accepted. The credit cards we accept are Visa, MasterCard, or Discover.

Delinquent Accounts

If your account becomes delinquent, you must pay your balance by the end of the week (Friday) to avoid suspension of services. If you fail to pay, your child(ren) will not be allowed to attend SWLC starting on the next school day. Failure to pay your account balance within two weeks will result in your account being turned over to our collection agency.

Late Pick-up Fees

If your child attends half day, he/she must be picked up no later than 12:30 p.m. **At 12:31 p.m. a late fee** of \$10.00 will start accruing for every 15 minutes you are late.

If your child attends full time he/she must be picked up no later than 6:00 p.m. **At 6:01 p.m. a late fee** of \$10.00 will start accruing for every 15 minute increment.

Change of Attendance Schedule

A written notice is due in the office at least two weeks prior to changing your child's attendance schedule. Forms are available on the front table.

Change of schedule admin Fees

After you have made two changes to your child's schedule (attendance or payment) in any given year, you will be charged a \$50.00 admin fee for all subsequent changes.

Student Time Off/Vacation

Regular tuition is charged regardless if your child is in attendance or not. After six months of attendance, your child is entitled to one week of vacation without being charged. We would prefer a two week notice in writing (forms available) in order to better schedule our teachers and aides appropriately. We understand this isn't always possible and will take into consideration special circumstances. Your child is entitled to a second week of vacation after the twelfth month of attendance. If your child is pulled out for the summer, you do not accrue time while your child is off.

Withdrawal

A written notice is due in the office at least two weeks prior to taking your child out of SWLC. If written notice is not given, your account will be charged for that amount. This includes children who are graduating. Forms will be sent home with graduates when graduation is approaching.

Holidays Closed

SWLC holidays throughout the year are Veterans Day (observed), Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Monday after Easter, and Memorial Day.

Note: If a national holiday falls on Saturday, SWLC will be closed the previous Friday. If a national holiday falls on Sunday, we are closed the following Monday. Regular tuition applies for these days

Additional Days closed

We will be closed for teacher in service days, two days at the end of June before the summer program starts, and one week at the end of August before the regular school year starts. These days are necessary to clean and keep our school in the best condition possible. Also it allows the staff to prepare for the lessons. Regular tuition applies for these days.

Illness & Medications

Illness

If we take your child's temperature and it is 99.5 or higher, if your child throws up at school, or if they have diarrhea, you will be called to pick up your child **within an hour** of being notified.

If you are called to pick your child up from school, your child will not be admitted to school the next day, and must be out until all symptoms subside. Please understand that this is for the health of all the children and staff. No child will be admitted to school under the following conditions:

- ♥ A child with a fever of 99.5 or above. He/she must be without a fever for 24 hours (**without a fever reducer**) before returning to school. Please do not administer a fever reducer before dropping your child off. When the medication wears off, your child's fever will spike again and we will be calling you to pick them up. Also, the other children and teachers will have been exposed to whatever your child has.
- ♥ A child with diarrhea or vomiting may not come to school.
- ♥ A child will not be allowed in class with a green or yellow runny nose. If the runny nose is due to allergies, we must have a doctor's note before the child will be allowed to return to school.
- ♥ A child with excessive coughing.
- ♥ A child with any infectious disease will not be allowed in school, and must have a doctor's note to return to school. (Conjunctivitis (Pink Eye), measles, chicken pox, hand foot mouth disease, etc.).
- ♥ A child with a sore throat needs to be seen by the doctor to rule out strep throat or any other contagious disease.
- ♥ A child with an unexplained skin rash.

We reserve the right to ask for a doctor's note before accepting a child back to class.

Please remember: An ill child must be out of school for at least 24 hours and until all symptoms subside.

Note: Parents risk losing the privilege of their child attending SWLC if they attempt to mask symptoms of an illness or fever with Tylenol or aspirin before bringing their child to school.

Medication

Prescription medication must be in its original prescription container in order for SWLC staff to administer to children. The prescription label must contain: the doctor's name, child's name, and medication directions for administration. Parents must fill out the California State Medication Permission form including a begin date, end date, and the exact time and dosage to be given. Medication will not be administered on an as needed basis. Non-prescription medications to be administered to children must follow the same guidelines as prescription medications.

SWLC staff will not administer any medications without the California State Medication Permission form being filled out and signed by parent/guardian.

DO NOT LEAVE MEDICATION OF ANY KIND IN CUBBIES, STUDENTS' LUNCHBAGS OR BACKPACKS

Nebulizer Treatments

SWLC staff has been professionally trained in our CPR/First Aid classes to administer nebulizer treatments. **The first treatment should be administered at home by the parent.** Treatments will only be administered by SWLC staff according to the Medication Permission Form, and must state the exact time and dosage of treatment. Nebulizer treatments will not be given by SWLC staff on an as needed basis.

Communicable Diseases

The County of Los Angeles Department of Health Services has listed 22 of the most common communicable diseases of which the State law requires school exclusion and readmission. Four of these common communicable diseases are listed below with conditions for re-admission to school.

<u>Disease:</u>	<u>Readmission:</u>
Chicken Pox	After all lesions are dry.
Pink Eye	48 hours after medication is started.
Impetigo	48 hours after medication is started.
Head Lice	After treatment and re-examination for live lice, or release from health practitioner.

Injuries

Minor injuries are treated using American Red Cross First Aid procedures. Soap, water, ice, and Band-Aids are used on minor injuries. Parents will be informed in writing of all injuries/accidents that happen at school. Parent notification is immediate for injuries requiring emergency care.

Behavior

Addressing Inappropriate Behavior

Inappropriate behavior results in the child being removed from group activities and asked to go to the thinking area so they can calm down, and think about their actions. When inappropriate behavior occurs indoors, the child will be required to sit at a table to calm down and think about their actions. If inappropriate behavior occurs outdoors, the child is to sit on the porch. The duration of the thinking time is one minute for each year of age. Thinking time may be extended if the child is uncooperative. When the child regains control and is cooperative, he/she will be counseled by the teacher before rejoining group activities. (As a State of California licensed childcare center, corporal punishment is neither allowed nor permitted.)

Behavior Policy

A child may be asked to leave SWLC for any of the following reasons:

- 1) Behavior which causes injury to himself, other children or staff members
- 2) Extreme Hyperactivity
- 3) Uncontrollable Manner
- 4) Disrespect toward teachers or other staff member

The protocol is as follows:

- 1) Teacher/Director(s) work with the child to modify the unacceptable behavior.
- 2) Parents are called in for discussion on ways to help the child.
- 3) Child will be suspended for one day.
- 4) If the same action occurs again, suspension for one week.
- 5) If the same action occurs again, expulsion from school.

A child will be suspended only after we have tried every method possible to help him/her.

Conflict

Any child or parent of a child, continually causing conflicts, strife, arguments, or disruption will be dismissed from Small World Learning Center without legal recourse. A child may also be dismissed due to lack of support from parent(s) or guardian(s) for discipline selected by the school or because of perceived hostility from the parent(s)/guardian(s) or because of false representation about their child's behavioral, physical, emotional, or medical history at enrollment.

Arbitration

If a disagreement, conflict, problem, injury, injustice, or any other legal dispute should arise, we agree to binding arbitration with a non-partial arbitrator party (party to be named in each individual case) for the settling of all issues.

Biting

Since toddlers (approximately one to three years old) have limited language and none of us can read minds, we can only make an educated guess as to why they bite. Some of the problem reasons that toddlers bite:

TEETHING. Cutting teeth hurts. Chewing on something relieves the pain. Toddlers are egocentric and cannot put themselves in the place of others. They do not know they are hurting another.

SENSORY EXPLORATION. Anyone who has spent much time with babies and toddlers knows that they put everything in their mouths. This includes other children and adults. Biting is sometimes a way of learning about another child.

CAUSE AND EFFECT. "If I bite Andrew, I hear a high pitched scream and my special adults come running to my side. I wonder if it will happen again." Seems to be in the mind of some biting toddlers. Toddlers are learning to have an impact on their world and biting definitely has an impact.

MIMICRY. Modeling or copying the actions of others is an important and powerful way for toddlers to learn. Unfortunately sometimes the toddlers learn negative behaviors like biting. Any adult who has spent much time with a group of toddlers can testify to the fact that biting is more contagious than chicken pox.

SELF-ASSERTION. The accident report given the parent by a caregiver at the end of the day reads, "Child was bitten during a struggle over a toy." Toddlers have very limited language skills. Consequently, biting is a way to register a complaint.

FRUSTRATION, FATIGUE, STRESSES. Some children bite when they are tired, hungry, rushed or when Mom is out of town, etc. Adults need to be aware of what is happening in the life of the biting child and take action to prevent other children from being physically hurt.

Biting is an age typical behavior for toddlers (approximately one to three year olds). Biting is especially likely among those toddlers in group care settings. Even so, biting is not an acceptable behavior and adults must help toddlers control their urge to bite other children. (Caregivers and teachers cannot promise that your child will never be bit again. (We wish we could.)

Uncontrolled biting or biting that breaks the skin could result in immediate discharge.

Potty Training Procedure

The following procedure is implemented by SWLC staff for students who are being potty trained.

Parents are encouraged to follow a similar procedure at home for consistency.

- ♥ **POTTY ACCOMPLISHMENT FORM** - First thing in the morning or every evening before you leave, prepare potty accomplishment forms for the day. Each child that is being potty trained should have one of these forms regardless of their age or what class they are in. Fill in the accomplishment form every time you take them potty. Write the time you took them, what they did, and your initials
- ♥ **TAKING THEM POTTY** - They need to be taken at least every 45 minutes to an hour no longer than 1 hour apart. When you take them, they need to sit there and be encouraged to "Go Potty". NO NEGATIVE WORDS or getting angry if they don't go. If they go potty give some kind of reward such as a sticker/ treat. These stickers/treats are to be used ONLY FOR POTTY TRAINING!
- ♥ **2:30 p.m. will be the last entry for the day** when we take them potty before going outside. The accomplishment form goes in the child's cubby so parents can see what kind of progress they are making at school.

Always give positive comments and praise to children. If a child did really well for the day, write comments on the potty sheet so parents can also praise the child and encourage them. Children must be free of any accidents for two weeks before tuition rate is changed. The teacher will notify the director in writing when a child has finished potty training. The director will then notify the accountant to adjust the tuition rate accordingly.

General Information

Parties

Birthday parties are more than welcome at SWLC. Please talk to your child's teacher **at least one week prior to party date** in order to organize details about the party. This will give the teacher's adequate time to notify all parents about the party. It is Calif. State Law that all food items must be store bought, no homemade items may be served.

Holiday parties are scheduled and on the Master Calendar. See your child's teacher for a sign-up sheet to bring items for the parties.

School Pictures

School pictures are taken once in Fall, and once in Spring. Picture dates are on the Master Calendar and advertised ahead of time so you can make sure your child is in attendance. If your child does not attend school on the scheduled picture day, you are more than welcome to bring them in to be photographed. We will move you to the front of the line so you don't have to wait too long.

Student Supply List

The following are lists of items that each child must have in the classroom at school.

One large box of Kleenex (for classroom use)

One large package of baby wipes (for classroom use)

Two pants, two shirts, two underwear, and two pairs of socks

One fitted crib sheet & one small blanket (to be taken home and washed every Friday, and returned every Monday). This is only for full day students

Children being potty trained must be provided with the Velcro side pull-ups and baby wipes to be kept in their bathroom cubby.

If your child has been changed at school, and brings clothes home, please make sure you bring another set of clothes the next day to replace what was taken home.

Clothing, Shoes Backpacks/Lunch Bags

Dress your child in clothing that is comfortable. No clothing, including jackets, lunch bags or backpacks with any kind of negative statements. We value a positive message at SWLC. Please help us maintain that! We do not allow Skulls of any kind, guns or anything that has to do with violence. No sayings or pictures related to death or violence is acceptable. All children must wear tennis shoes and socks at all times to school.

PLEASE WRITE YOUR CHILD'S NAME ON JACKETS AND ALL BELONGINGS.

Toys and Items from Home

We request that you have your child leave all toys and other items at home. SWLC will not be responsible for toys or other items that are brought to school and get broken or taken by another child.

Earthquakes and Disasters

In the event that a disaster would occur and we need to evacuate, the children will be taken to Port City Church. We ask that you put a personalized earthquake kit together for your child. Please include the following items into a 6 quart shoe box and bring them to school for storage in case of an emergency:

Jacket	2 Favorite snacks
2 Bottles of water	2 Juice boxes
Picture of Family for comfort	
A note from Mommy and Daddy	

Please make sure your child's name is on the container. This kit will be returned to you when child is withdrawn from school or at the end of the school year.

Teacher Support Expectations

The most effective teaching occurs when the parent and teacher have open communication and the parent supports the teacher's effort to provide a quality education. We expect our parents to support their student's teacher. Support includes checking facts with the teacher before drawing conclusions and giving counsel and guidance appropriate to misbehavior at school.

“Let the little children come to me,
and do not hinder them,
For the kingdom of God belongs
to such as these.”
Mark 10:14

