



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

**FAMILY HANDBOOK  
2022-2023**

**2877 Governor Drive – San Diego 92122**

**858-455-0336 – preschool@ucuc.org**

**Website: ucucpreschool.com**

**Accredited by the National Association for the Education of Young Children #279435**

**Dear Families,**

**UCUC Preschool provides high-quality early care and education services for children 2 – 5 years of age. We implement a play-based, emergent curriculum that promotes creativity and exploration and emphasizes the development of children’s sense of self and social development. We serve children of families in the San Diego community. UCUC Preschool is licensed and regulated by the California Department of Social Services and Community Care Licensing Division. In addition to complying with these state regulations, UCUC Preschool adheres to the standards established by the National Association for the Education of Young Children (NAEYC).**

**UCUC Preschool operates on a non-discriminatory basis affording equal access to services without regard to race, gender, sexual orientation, religion, national origin or ancestry. Children with special needs are welcome in the program once staff and families determine that the program can meet the needs of the child in a group care setting. We are excited to be working with you and your family and look forward to a year filled with fun and stimulating experiences!**

**Please contact us with any questions or concerns.**

**Front Desk: 858-455-0336**

## TABLE OF CONTENTS

<b>FAMILY HANDBOOK WELCOME</b>	<b>7</b>
<b>INTRODUCTION</b>	<b>7</b>
<b>MISSION</b>	<b>7</b>
<b>PHILOSOPHY</b>	<b>7</b>
<b>GENERAL INFORMATION</b>	<b>8</b>
<b>NON-SEXIST/ANTI-BIAS EDUCATION</b>	<b>8</b>
<b>CHILDREN</b>	<b>8</b>
<b>INCLUSION OF ALL CHILDREN</b>	<b>8</b>
<b>CLASSROOM OPTIONS</b>	<b>9</b>
<b>GROUP SIZE AND STAFFING</b>	<b>9</b>
<b>HOURS OF OPERATION AND ENROLLMENT OPTIONS</b>	<b>9</b>
<b>EXTENDED CARE HOURS</b>	<b>9</b>
<b>PRESCHOOL TOURS</b>	<b>9</b>
<b>STAFF</b>	<b>9</b>
<b>ASSISTANT TEACHER/TEACHER AIDE QUALIFICATIONS</b>	<b>10</b>
<b>TEACHER QUALIFICATIONS.</b>	<b>10</b>
<b>INTERACTION GUIDELINES</b>	<b>10</b>
<b>ADMISSION AND ENROLLMENT POLICIES</b>	<b>11</b>
<b>NEW FAMILIES</b>	<b>11</b>
<b>RETURNING FAMILIES</b>	<b>11</b>
<b>ORIENTATION, OPEN HOUSE, AND INTAKE MEETINGS</b>	<b>11</b>
<b>IMMUNIZATIONS</b>	<b>12</b>
<b>CLASS ASSIGNMENTS</b>	<b>12</b>
<b>EXTRA DAYS</b>	<b>12</b>
<b>SCHEDULE CHANGES</b>	<b>12</b>
<b>LATE PICK-UP</b>	<b>13</b>
<b>CHILD PERSONAL RIGHTS/FAMILY'S RIGHTS</b>	<b>13</b>
<b>WITHDRAWING</b>	<b>15</b>
<b>TERMINATION OF ENROLLMENT</b>	<b>15</b>
<b>FINANCIAL POLICIES</b>	<b>15</b>
<b>TUITION AND FEES</b>	<b>15</b>
<b>FINANCIAL RESPONSIBILITY</b>	<b>16</b>
<b>LATE PAYMENT FEE</b>	<b>16</b>
<b>PAYING TUITION AND FEES</b>	<b>16</b>
<b>TUITION STATEMENTS</b>	<b>17</b>

ENROLLMENT HOLDING FEE	17
NON-PAYMENT OF TUITION	17
REFUND	17
<b>UCUC PRESCHOOL POLICIES</b>	<b>18</b>
SECURITY	18
PARKING	18
TRANSPORTATION, VEHICLE SAFETY, AND CAR SEATS	18
DROP OFF TIME AND PICK UP	19
PICK UP TIME	19
BRIGHTWHEEL POLICY	19
CELL PHONES	20
SOCIAL MEDIA	20
RESTRAINING ORDER	21
EMERGENCY PROCEDURES	21
EMERGENCY EVACUATION AND RELOCATION	21
LOCKDOWN	21
EMERGENCY SUPPLIES	21
IN THE EVENT OF AN EMERGENCY CLOSURE	21
EMERGENCY SAFETY TRAINING	22
EARTHQUAKE PREPAREDNESS	22
<b>PARTNERING WITH FAMILIES</b>	<b>22</b>
PARENT VOLUNTEERS AND VISITORS	23
FAMILY INVOLVEMENT	23
FAMILY PARTNERSHIPS FOR PROGRAM IMPROVEMENTS	23
COMMUNICATIONS	24
FAMILY CONFERENCES, PORTFOLIOS, AND ASSESSMENTS	24
FAMILY CONFERENCES	25
FAMILY PORTFOLIOS	25
ASSESSMENTS	25
DESIRED RESULTS DEVELOPMENTAL PROFILE (DRDP)	25
AGES& STAGES QUESTIONNAIRE (ASQ) AND AGES & STAGES	
SOCIAL-EMOTIONAL QUESTIONNAIRE – SCREENING	25
PHOTOGRAPHY, VIDEOGRAPHY, AND OTHER TECHNOLOGY	25
FAMILY GRIEVANCE PROCEDURES	26
CONFIDENTIALITY	26
BABY SITTING	26
<b>HEALTH AND SAFETY POLICIES</b>	<b>26</b>
COMMUNITY CARE LICENSING	26

DAILY HEALTH CHECKS	27
HEALTH & SAFETY	27
WHEN TO STAY HOME AND EXCLUSION FOR ILLNESS	28
ILLNESS ISOLATION	28
MEDICATION POLICY	28
POLICY CONCERNING ADMINISTRATION OF MEDICATIONS	29
OTC MEDICATION	30
LOTION AND SUNSCREEN	30
ASTHMA ACTION PLAN	30
SUPERVISION	30
CHILD RELEASE	30
CLEANING AND SANITATION	30
SMOKING	31
DRUGS AND ALCOHOL	31
FACILITY SAFETY	31
GUIDELINES FOR INJURIES AT UCUC PRESCHOOL	31
BITING	31
SPECIAL HEALTH CARE CIRCUMSTANCES	32
IFSP OR IEP	32
PROHIBITED PRACTICES AND REPORTING CHILD ABUSE	32
CLASSROOM PROTOCOLS	33
TRANSITION STRATEGIES	33
PRESCHOOL EATING POLICIES	33
SNACK	33
LUNCH	33
FOOD GUIDELINES	34
PEANUT FREE AND TREE NUT FREE POLICY	35
ALLERGIES/SPECIAL DIETARY NEEDS	35
NAP POLICIES	35
WALKING FIELD TRIPS	36
TOILET LEARNING	36
Children must be fully toilet trained before attending UCUC Preschool.	36
HAND WASHING PROCEDURES	36
EXTRA CLOTHING	36
HOLIDAYS AND SPECIAL OCCASIONS	37
BIRTHDAYS	37
TOYS FROM HOME	37
SCHOOL CLOTHING	37
CURRICULUM AND LEARNING	38

EDUCATION PHILOSOPHY	38
CURRICULUM	38
BIG BODY PLAY	39
DAILY SCHEDULES	39
BEHAVIOR GUIDELINES	39
BASIC BEHAVIOR EXPECTATIONS AT UCUC PRESCHOOL	40
GUIDANCE METHODS	40
STRATEGIES FOR SUPPORTING YOUNG CHILDREN’S PROBLEM SOLVING	41
MANAGING CONFLICT AMONGST CHILDREN	41
ADULT INTERVENTION IN CONFLICT SITUATIONS	42
COMFORTING A CRYING CHILD	42
GUNPLAY	42
PROFANITY/BAD LANGUAGE	43
CHALLENGING BEHAVIORS	43
UCUC PRESCHOOL PROCESS OF IDENTIFYING BEHAVIORAL OR DEVELOPMENTAL CONCERNS	44
APPENDIX A: UCUC PRESCHOOL BOARD	46
PRESCHOOL BOARD	46
APPENDIX B: PEANUT AND TREE NUT FREE POLICY	47
APPENDIX C: CONTAGIOUS DISEASE ALERTS	48
APPENDIX D: INCLUSION AND EXCLUSION GUIDELINES	49
UCUC Preschool	54
ADMISSION AGREEMENT 2022 – 2023	54
CAREGIVER BACKGROUND CHECK PROCESS	59
PARKING LOT DIAGRAM	61

**UNIVERSITY CITY UNITED CHURCH PRESCHOOL**  
**2877 Governor Drive**

**San Diego, CA 92122  
(858) 455-0336  
E-mail: preschool@ucuc.org**

## **FAMILY HANDBOOK WELCOME**

### **INTRODUCTION**

Welcome to UCUC Preschool. This Family Handbook attempts to answer the questions most often asked by program families. Please take a moment to read through it to help familiarize yourself with the Preschool's policies. If you need further information, please don't hesitate to contact us directly. The Handbook is posted on our website: [ucucpreschool.com](http://ucucpreschool.com). UCUC Preschool Preschool.

### **MISSION**

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

### **PHILOSOPHY**

At UCUC Preschool we are committed to the belief that every child has a right to be treated with respect, and a right to live each day with joy and self- fulfillment. Our preschool operates on the belief that children are trustworthy, and with encouragement will mature to their fullest potential. As teachers, we support each child's growth socially, physically, creatively, cognitively, and spiritually. We believe that children learn through self-discovery, hands-on exploration, and interaction with others; that these experiences will help them develop confidence in their own abilities; and that play is the primary medium for early learning. The environment is carefully planned to meet children's developmental needs and to provide opportunities for successful learning.

## **GENERAL INFORMATION**

## **NON-SEXIST/ANTI-BIAS EDUCATION**

UCUC Preschool is committed to providing all children the freedom to be whomever or whatever they choose. We portray both men and women as nurturing, capable and feeling human beings, and refrain from gender-casting jobs and roles. We also encourage active and quiet play for both boys and girls.

Supervising Teachers are aware of the ways in which language, personal interactions, program features and classroom arrangements convey information to children about their options. Non- sexist/ant-bias education is an active, ongoing endeavor.

## **CHILDREN**

Admission is open to all children 2 to 5 years of age regardless of race, creed, color, ability, or national origin, but that they are toilet trained. We serve a diverse community in terms of race, gender, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. Our program accepts children with special needs once it is determined that the preschool can provide a safe, supportive, developmentally appropriate group care environment for the child.

## **INCLUSION OF ALL CHILDREN**

The UCUC Preschool has a strong and continued commitment to including children with diverse developmental abilities into our program. This commitment is based on several beliefs and grounded in legislation accounting for the educational rights of children with special needs and their families. Children vary widely in developmental pace and style during the early years. It is not unusual to have quite a range of developmental levels in the same early childhood classroom. Children have much to learn from one another, and accounting for differences is an important part of their early experiences.

Early childhood teachers are uniquely prepared to plan for such diversity and to work effectively with children at various stages in their development. Positive, personal experiences shared by children of differing backgrounds and skills can be of great long-term value to children with and without special needs. When these experiences occur in natural and familiar surroundings, messages of belonging and individual worth are conveyed to all the children.

Supervising Teachers will be informed as far in advance as possible when a child of particular special needs is to be enrolled in their class. The Director will coordinate any support services to be provided by school districts or community agencies. As in all aspects of Preschool operations, close parent/professional partnerships are necessary to insure the success of all involved in this valuable endeavor.

## **CLASSROOM OPTIONS**

**LITTLE UNICORNS:** Young Preschool (2.0-3.5 years). This class provides our children with what is often their first group experience. Focus is given to developing quality relationships through consistent routines, as children master self-help and social



interaction skills while engaging in developmentally appropriate learning experiences across a variety of interest centers.

**BIG EXPLORERS: Older Preschool (3.5 – 5.0 years).** In this class, children engage in developmentally appropriate learning experiences across a variety of interest centers. This class provides the preschool child with developmentally appropriate early learning experience, laying the foundation for the transition to kindergarten or a final year in preschool.

### **GROUP SIZE AND STAFFING**

As a model of best practice, our preschool classrooms enroll no more than 12 children daily while maintaining a teacher/child ratio no higher than 1:8.

### **HOURS OF OPERATION AND ENROLLMENT OPTIONS**

UCUC preschool follows the San Diego Unified School Calendar, offering services 10 months (September-June) per year, closing for designated holidays and on days scheduled for teacher training and preparation. Our part day daily enrichment program operates from 9:00 a.m. – 12:00 p.m., Monday through Friday.

### **EXTENDED CARE HOURS**

Early drop off for children enrolled in the morning classes is available at 8:00 a.m. – 9:00 a.m. School dismisses at noon (12:00 p.m.) unless your child is signed up for extended hours after school. Children may be signed up to stay until 1:00 p.m. or 2:00 p.m.

### **PRESCHOOL TOURS**

Preschool tours are offered once a biweekly during the fall and spring session with limited spaces. To schedule a Preschool tour, please contact the Director to join one of the set tour dates and times.

### **STAFF**

The Administration and Supervising Lead Teachers are early childhood professionals who have experience, education, and training in early childhood education. The program is administered by the Program Director with assistance and support from the Preschool Board. A Supervising Lead Teacher who oversees the additional teaching staff in the classroom, leads each classroom. All Assistant Teachers have experience in child development/early childhood education, other fields of study related to young children, or have an interest in working with young children and families.

### **ASSISTANT TEACHER/TEACHER AIDE QUALIFICATIONS**

To ensure these competencies, assistant teachers/teacher aides must have a minimum of a Child Development Associate (CDA) Credential reflective of the age group of children they are supporting. Alternatively, assistant teachers/teacher aides can also have qualifications equivalent to a CDA, which is currently 12 college credits in early

childhood education, child development, elementary education, and/or early childhood special education.

### **TEACHER QUALIFICATIONS.**

To ensure these competencies, teachers must have a minimum of a higher education degree (any degree level) in early childhood education, child development, elementary education, or early childhood special education. Degreed professionals entering the early childhood education profession from another industry must meet the equivalent minimum qualification, which is currently 60 college credits with 30 college credits in early childhood education, child development, elementary education, and/or early childhood special education. Given the variation in degree quality and the benefits of articulation, degrees and college credits from accredited higher education institutions and programs are encouraged.

Staff members are responsible for maintaining a healthy environment. We begin with our own health by submitting health appraisals and proof of negative TB tests and other required immunizations as required upon hire. All staff, interns and substitutes have California Livescan fingerprint clearance (state and national criminal background checks). There are always staff in the Preschool with pediatric CPR and First Aid training certification.

UCUC staff uses a team approach, with the Supervising Lead Teacher overseeing all aspects of his or her classroom. As a learning community, we engage in ongoing reflection and professional development to evaluate and improve individual and team performance, continuously strengthening our practice, leadership and outreach.

### **INTERACTION GUIDELINES**

Interaction Guidelines for staff members at UCUC Preschool follow the ethical principles of the National Association for the Education of Young Children

<http://www.naeyc.org/files/naeyc/file/positions/Ethics%20Position%20Statement2011.pdf>

We share the following core values as guides for interactions among staff members, between staff and children, between staff and families, between staff and UCUC community members, researchers, and employees.

- We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.
- We use smiles, warm tones of voice, positive touch, social conversations, and joint laughter to support the development of effective working relationships.
- We promote regular and reciprocal communication that recognizes effort and accomplishment, offers predictable, developmentally appropriate response to initiative, emotions, and concerns, and is proactive in resolving conflict.

## **ADMISSION AND ENROLLMENT POLICIES**

### **NEW FAMILIES**

Families are also required to complete a variety of enrollment forms that include health history and immunization records, a physician's report, emergency contact information, persons authorized to pick-up the child, permission forms, information on your child, and release of liability. All enrollment forms must be submitted at least two weeks prior to the child's first day of attendance.

### **RETURNING FAMILIES**

All families must re-enroll their child each school year by completing an Registration Form. These forms are distributed in late winter to give currently enrolled families' priority enrollment for the upcoming program year. Returning families must pay the nonrefundable annual registration fee in order to hold the enrollment slot for the new program year (see current tuition/fee schedule posted on the website). Returning families are asked to complete all enrollment forms to ensure the Preschool has updated information on the child. All enrollment forms must be submitted at least two weeks prior to the child's first day of attendance.

Returning families are only guaranteed their current schedule in the upcoming school year. The program makes every attempt to accommodate returning children's schedule change requests when possible.

### **ORIENTATION, OPEN HOUSE, AND INTAKE MEETINGS**

All parents will be invited to attend an adult only classroom orientation meeting held prior to the beginning of the new program year in the summer.

All parents will have the opportunity to schedule an intake meeting with their child's teacher at the beginning of the school year. During this meeting, teachers strengthen the home/school connection by talking with families about their children, their family and the goals families' have for the year.

All families receive a welcome email from their child's Supervising Teacher a week before the first day of the new program year. In this email, they will receive a copy of the classroom daily schedule, snack menu, expectations for the first day/weeks, classroom protocols and an introduction to the classroom staff.

In-Take Meetings and Phase in Days are held for families a few days prior to the start of the new program year. The Phase in Days give your child an opportunity to see their classroom and meet many of their teachers and other children.

If a family begins their enrollment at the UCUC Preschool mid-year, they will receive an email before their child begins, and an intake meeting with the teachers will be scheduled either before the child begins attending or as soon as possible after enrollment.

## **IMMUNIZATIONS**

Prior to admission to the Preschool, children shall be immunized against diseases as required by the California Code of Regulations, Title 17 (a copy of these requirements is included in the enrollment forms). Families must provide evidence of the child's immunization and provide updated immunization records as the child receives additional vaccinations throughout the year.

Children can be exempt from these immunization requirements; however, state law requires a health care provider to certify that the family has been provided information on the benefits of immunizations. Please contact the Preschool if you want to request an exemption form to take to your child's healthcare provider.

## **CLASS ASSIGNMENTS**

Families will be informed of their child's classroom by August 30<sup>th</sup> of each year.

## **EXTRA DAYS**

Families may request an extra day of service outside of their regular schedule and the Preschool will allow your child to attend an extra day, if there is room in the classroom. Requests for extra hours must be made at minimum five (5) days prior. Extra hours must be approved by the Director in consultation with the Supervising Teacher, in advance. Families and teachers may not arbitrarily alter child care schedules. Families will be charged the drop-in rate for each extra hour added and this is to be paid no later than when the next month's tuition is due. Preschool holidays, sick days and family vacations cannot be "made up for" by adding an additional day to a child's schedule.

## **SCHEDULE CHANGES**

You are obligated to the schedule outlined in your Admission Agreement for the enrollment term outlined in the Agreement. If you want to change your schedule either by reducing or increasing the days your child attends, you will need to fill out a Schedule Change Request Form.

The policy for schedule changes is:

- Complete one request form per child.
- For schedule changes reducing your contracted schedule, the reduced tuition will become effective when a new child is enrolled to fill that space or 30 days after submitting the Schedule Change Request, whichever occurs sooner.
- Schedule changes for increasing your contracted schedule will become effective if there is space available.

- **Schedule Change Forms are valid for the current enrollment year only.**
- **If you would like to change your schedule for an upcoming school year, you will indicate your desired schedule on the Enrollment Request Form.**

### **LATE PICK-UP**

**If you expect to be late picking up your child, please send a message through Brightwheel or call the school so we can inform your child. If no one has arrived by your child's scheduled pick up time or called the preschool, we will begin calling all persons listed on your Emergency Card. If a child is not picked up by 2:00 p.m. and we are unable to contact the parents or someone on your emergency list, we will contact the police and Child Protective Services.**

**Parents who pick up their child after their child's scheduled pick up time or after the preschool closes will be assessed a late fee of \$1.00 per minute per child. After the third late pickup, families will be assessed a late fee of \$2.00 per minute per child. Late charges will be billed in your monthly statement. We reserved the right to dismiss families who are non-compliant with our late pick-up policy.**

### **CHILD PERSONAL RIGHTS/FAMILY'S RIGHTS**

**Families are notified of their rights and those of their children. This information is included in the Preschool's enrollment forms and is also posted in the entrance at the main doors to the preschool.**

**Each child is accorded the following personal rights:**

- **To be accorded dignity in his/her personal relationship with staff.**
- **To receive safe, healthful and comfortable accommodations.**
- **To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical functioning.**
- **To be free to attend religious services or activities of his/her choice.**
- **Not to be locked in any room, building or Preschool premises.**
- **Not to be placed in any restraint.**

**Families/authorized representative, upon presentation of identification, have the right to:**

- **Enter and inspect the child care facility without advance notice whenever children are in care.**
- **File a complaint against the facility with the licensing office and review the facility's public file kept by the licensing department.**

- Review, at the facility, reports of licensing visits and substantiated complaints made against the facility during the last 3 years.
- Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
- Request in writing that a family member not be allowed to visit your child or take your child from the facility, provided you have shown a certified copy of a court order.

●

**Child Personal Rights/ Family's Rights** Families are notified of their rights and those of their children. This information is included in the Preschool's enrollment forms and is also posted at the entrance to the preschool.

**Each child is accorded the following personal rights:**

- To be accorded dignity in his/her personal relationship with staff.
- To receive safe, healthful and comfortable accommodations.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical functioning.
- To be free to attend religious services or activities of his/her choice.
- Not to be locked in any room, building or Preschool premises.
- Not to be placed in any restraint.

**Families/authorized representative, upon presentation of identification, have the right to:**

- Enter and inspect the child care facility without advance notice whenever children are in care.
- File a complaint against the facility with the licensing office and review the facility's public file kept by the licensing department.
- Review, at the facility, reports of licensing visits and substantiated complaints made against the facility during the last 3 years.
- Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
- Request in writing that a family member not be allowed to visit your child or take your child from the facility, provided you have shown a certified copy of a court order.

## **WITHDRAWING**

Parents requesting withdrawal before the end date stated in their Admission Agreement, shall submit a 30-day written notice to the Director, and shall continue to be responsible for fees, whether or not the child attends the program. If the parent does not provide a 30 day notice, he/she will be charged the required amount of tuition fees for child care for the 30 days. All fees must be paid within that billing period.

## **TERMINATION OF ENROLLMENT**

The UCUC Preschool reserves the right to terminate enrollment. A two week notice may be provided prior to termination; however, the Preschool has the right to terminate enrollment immediately. Possible causes for termination include, but are not limited, to the following:

- Failure to provide necessary paperwork or falsification of paperwork.
- Failure to provide verification of the child's physical exam within 30 days or to provide updated immunization records as needed.
- Failure to make tuition and/or fee payments on time.
- Failure to work with Preschool staff in the case of a child with disruptive behavior.
- Failure to adhere to UCUC policies, to follow policies as outlined in the UCUC Preschool Family Handbook, or to comply with Community Care Licensing requirements.
- Physical or verbal abuse to any staff, child or other person at the Preschool or acting in an inappropriate manner on school property.
- Negative parent behavior including but not limited to harassment, bullying, gossip, or denigrating comments and/or behavior towards or about UCUC Preschool staff and/or UCUC Preschool.
- Aggressive or unacceptable behavior that puts the child and/or others in jeopardy.
- Situation in which the accommodation required for the child's success and participation places undue burden on the Preschool's resources or finances.

## **FINANCIAL POLICIES**

### **TUITION AND FEES**

**Tuition is paid on the sixth day of the month.** A 5-day advance notice will be sent via Brightwheel as a courtesy reminder that tuition is due on the 1st of the month. Tuition is billed monthly and divided into ten equal payments. No reductions are provided in monthly tuition for days when the Preschool is closed for holidays, parent-teacher conferences, staff training/planning, government orders, county orders, licensing orders, covid, natural disasters, unavoidable emergency or maintenance or for days children don't attend due to illness, vacation or any other absences. All fees are nonrefundable.

**Fees include:**

1. **Wait List Fee** – this is a one-time payment for registering a child on the UCUC Preschool Waitlist. All families wanting to enroll must register on the waitlist. Once the fee is paid, the child can remain on the waitlist until the child is enrolled, the families informs us to remove the child from the waitlist, or the child is no

longer age eligible to enroll in the Preschool. Please see the Admission Policies section for additional information.

2. Annual Registration Fee – this fee is paid each year when enrolling or re-enrolling in UCUC Preschool. Please see the Admission Policies section for additional information.
3. Late Pick-Up Fees – a \$1.00 late pick up fee per child is assessed each minute. Please see the Late Pick-Up policy for more information.
4. Failure to Sign In and/or Out – a \$25.00 fee is charged for each time a child is not signed in or out using the electronic signature via Brightwheel. Families are permitted one warning.
5. Late Payment Fee – a \$50 fee is assessed if monthly tuition payments are not received by the first of the month. See below for more information on tuition payment due dates, payment options and late payment fee.
6. The fee for drop-in Extended Care is \$15/hour and due at the time it's used.

### **FINANCIAL RESPONSIBILITY**

Financial responsibility for tuition must be determined at the time of admission. If tuition needs to be split between individuals, then both individuals must complete their own separate Admission Agreement and sign their own financial agreement page. If there are custody papers regarding financial/legal responsibility, UCUC Preschool must have a copy with enrollment papers.

### **LATE PAYMENT FEE**

Tuition is due on the first of each month. Tuition not paid by the fifth (5<sup>th</sup>) of the month is considered delinquent and a late payment fee will be charged. A \$50.00 late payment fee per day will be charged beginning on the sixth (6<sup>th</sup>) of the month. Tuition not paid by the sixth (6<sup>th</sup>) of the month may result in discontinuation of child services.

### **PAYING TUITION AND FEES**

Tuition is paid on the first day of the month. Tuition is to be paid via Brightwheel. Tuition is divided into ten equal payments; therefore, tuition is the same each month regardless of the number of holidays observed. If you are unable to make your payment electronically via Brightwheel, UCUC Preschool will accept checks. If a check is returned unpaid, the parent/guardian is responsible for all bank fees in addition to a possible late fee.

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



## **TUITION STATEMENTS**

A 5-day advance notice will be sent via Brightwheel as a courtesy reminder that tuition is due on the 1st of the month. This statement will outline your monthly tuition along with any outstanding fee charges from the previous months.

## **ENROLLMENT HOLDING FEE**

A holding fee is charged to hold an enrollment slot prior to the child being able to begin attending. This is typically used to hold a space for a child at the beginning of each semester or if a family would like to enroll or change schedules mid-year but wants to hold the space before starting. Families who would like to hold a space must pay the full tuition rate for the entire period of the hold. The availability of holding a space is not guaranteed and is given to families under the discretion of the Director and based on availability.

## **NON-PAYMENT OF TUITION**

Tuition and fees are due on time every month. We will take the following actions after your bill has not been paid in full within the month.

1. We will offer you a payment plan to pay off the arrears and all future payments must be paid on time. If you are late in paying tuition after a payment plan is agreed to, you will receive a one-week termination notice. This payment plan is a one-time option to bring accounts current.
2. If the payment plan is not followed or tuition arrears go beyond one month, you will receive a one-week termination notice and you remain obligated to pay the outstanding balance.

If you leave the Preschool with a balance owed, you remain obligated to pay the outstanding balance and UCUC Preschool will use all the resources of the State of California to collect this payment. These resources include sending your information to the Franchise Tax Board to intercept your future state income tax refunds, which will be applied to your outstanding debt.

## **REFUND**

No refunds are provided. Please see the Admission Policies section on schedule changes and the Admission Agreement for more information.

# **UCUC PRESCHOOL POLICIES**

## **SECURITY**

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

1. All visitors are asked to enter through the Church office and check-in with the Director. This includes both people having business with the preschool

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

## **PARKING**

The preschool parking lot is on the corner of Stresemann and Gobat Streets. The Entrance to the Church Office is off Stresemann Street. Please see the diagram on the last page for more details.

## **TRANSPORTATION, VEHICLE SAFETY, AND CAR SEATS**

Children must be transported to and from UCUC Preschool by parents, guardians or other adults designated by the parent/guardian. All vehicle occupants shall be secured in an appropriate restraint system. Staff is not permitted to transport children to and from school or secure children in car seats.

All families must adhere to the California seat belt and car seat laws which are posted in the hallway. No child may be left unattended in the cars in the parking lot.

Additional information about car seat regulations can be found at:

<http://www.chp.ca.gov/community/safeseat.html>

## **DROP OFF TIME AND PICK UP**

To fully participate in the program and the day's activities we recommend that children arrive by 9:00 a.m. Teachers plan the day to optimize learning time, and when children

miss a significant part of the day they are missing many opportunities to learn. Setting schedules and maintaining routines are essential family roles that lead to optimum early childhood growth, development, and set the foundation for future success in school.

If your child will be absent or late on a particular day, please call the classroom or front desk to notify us.

All families should complete the following activities with their child upon arrival. These activities provide a predictable routine for the children and help them transition into the school day with a few more minutes of one-on-one time with their family. Please note that the teachers' priority is supervision of the children, so extended conversations are not always possible during drop off and pick up. If you should require more in depth information a meeting can be scheduled with the teacher.

- Sign in using Brightwheel.
- Complete health check screening.
- Place child's belongings in provided areas.
- Apply sunscreen.

## **PICK UP TIME**

Picking up your child on time is equally important as drop off. Young children need the security of knowing that they will be picked up when the other children are going home. For this and reasons related to staffing, picking up your child on time is essential. Please note that the teachers' priority is supervision of the children so extended conversations are not always possible during drop off and pick up. If you should require more in depth information a meeting can be scheduled with the teacher.

- Sign your child out using Brightwheel.
- Help your child gather their belongings and any work from the day.
- Exit the building at your designated pickup time and no later than 2:00 p.m.

## **BRIGHTWHEEL POLICY**

The person bringing or picking up the child must sign in and out each day. We are using Brightwheel's digital application for iPhone, iPad and Android devices. The Brightwheel sign in/out sheet runs on provider devices and approved parent/authorized representative phones. When the child's parent/authorized representative arrives for drop-off or pickup, there is a class list on the providers device. The parent or authorized representative selects the child from the list by tapping the child's photo. A list of approved parents/authorized representatives is then displayed. The individual selects his/her profile and enters his/her e-signature. Alternately, the approved parents/authorized representative can use their smartphone and the Brightwheel app to check in/out by choosing their child from their list and scanning a QR code that is provided on campus only. They then enter his/her unique PIN. If the PIN is entered

correctly, the check in/out process is then complete. Please give us in written form a list of carpool arrangements. If your child will be going home with a friend, please send a text message through Brightwheel or leave a note with the preschool office. We must have in writing a list of any person allowed to pick up your child. This can be on the emergency form, in a handwritten note or in your child's Brightwheel account. This person will sign out with an administrator device. Identification may be required of persons picking up a child if they are unfamiliar to the staff. The school reserves the right to not release any student to a parent, caregiver or family member who appears to be under the influence of drugs or alcohol. If this circumstance should arise, a UCUC staff member would stay with the student until an alternate adult on the child's emergency list arrives.

## **CELL PHONES**

Our center is a cell-free zone; if a call must be taken, cellphones may be used outside UCUC Preschool. Please refrain from using your cell phone in the classroom or in the yard.

## **SOCIAL MEDIA**

Although we cannot prohibit families from using social media sites, we request you follow the policies we have established.

- No discriminating remarks may be made against The UCUC Preschool, enrolled children or family members, teachers, UCUC students, or any other person connected in any way to UCUC Preschool.
- Be aware at all times of how you are representing yourself. If the content seems questionable, it is better to err on the side of caution and not post the information.
- With parent permission, individual and group photographs of children at UCUC Preschool may be taken and shared with families. While we cannot prohibit parents from sharing these photos on social media sites, we advise against posting pictures of other children. Social media sites have settings that allow you to share things more privately. We encourage you to explore these options when posting pictures. In addition, please do not "tag" photos with the names of anyone in these photos in order to protect their privacy. You may be comfortable with sharing photos on social media sites; however, not everyone feels the same.

## **RESTRAINING ORDER**

Please inform the Director immediately if a restraining order has been issued against anyone. In order to protect the child, we cannot allow the child to attend the Preschool until we receive (1) a signed copy of the restraining order indicating that the order has been served, and (2) a photo of the individual to be restrained. The Director will post the

order and photo at the front desk and inform all employees of the situation. A copy of the restraining order will be kept in the child's file and the Director will notify the staff once the order has been lifted. In the event that the restrained individual arrives at UCUC Preschool, or we receive a copy of a restraining order that has not been served and the restrained individual comes to UCUC Preschool, an administrator will immediately contact the Police to request assistance.

## **EMERGENCY PROCEDURES**

UCUC Preschool has developed emergency procedures to protect the safety of the children and staff. These procedures are practiced with the staff and children at regular intervals (monthly fire drills and quarterly earthquake drills). If there is an actual emergency or preschool closure, families and staff will receive a notification on Brightwheel, text message, email or phone call to alert them of the situation.

## **EMERGENCY EVACUATION AND RELOCATION**

If it is necessary to evacuate the building, we evacuate to the great lawn unless directed by the Police to another location. Children and staff remain until a parent or other authorized person arrives to pick up each child. Families will receive a notification on Brightwheel, text, email or phone call regarding the location of the children.

## **LOCKDOWN**

UCUC Preschool has an emergency communication system in place in the event a lockdown of the building is required. A lockdown could be required in situations where evacuation is not appropriate, such as criminal activity or an active shooter in the area. UCUC Preschool has procedures for locking down the building. Parents are notified as soon as possible via phone/email/text messages once the police inform us it is safe to contact you.

## **EMERGENCY SUPPLIES**

Each classroom has an emergency backpack that includes child emergency contact information and first aid supplies. This backpack is taken on all walks as well as in emergency drills and in the event of an actual emergency. Additional emergency supplies are stored in the kitchen.

## **IN THE EVENT OF AN EMERGENCY CLOSURE**

If we need to close the preschool for an emergency such as no water, heat, electricity or any other emergency where we determine it is not safe to bring the children into the preschool, we will send a notification via Brightwheel. If we are unable to establish contact with you, we will text and/ or email message to all families as soon as possible.

## **EMERGENCY SAFETY TRAINING**

Each year staff review and practice emergency training that includes:

1. Evacuation of facility in case of fire.

2. Earthquake emergency procedures.
3. Public health alert emergency procedures.
4. Lock-down procedures including lock-down when threat outside premises and lock-down and/or evacuation if threat is inside facility.
5. 1st Aid and CPR training and any special medical training staff may need for children, such as use of EpiPen, dealing with asthma attacks, or administration of any medications.

## **EARTHQUAKE PREPAREDNESS**

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

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

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

## **PARTNERING WITH FAMILIES**

UCUC Preschool offers family members a variety of ways to become involved in their child's school community, to participate in family activities, and to confer with the staff to build a strong partnership with you and a bond between home and school. This communication is supported formally and informally through daily communication with teachers, individual parent-teacher conferences, center-wide and classroom meetings, and email communication from teachers and the administration.

## **PARENT VOLUNTEERS AND VISITORS**

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

- Participate on the Preschool Board
- Serve as a Room Parent

- Repairing equipment
- Scholastic Book Orders
- Help with Book Fairs
- Be a Special Presenter
- Demonstrate a hobby
- Play an Instrument
- Be a Mystery Reader
- Help with Special Events
- Help with Cooking Projects

## **FAMILY INVOLVEMENT**

Families are welcome in UCUC Preschool and their child's classroom at any time. Family members extend their involvement by volunteering in school-wide and/or classroom activities. Families complete a Family Participation form each year and are encouraged to volunteer at the UCUC Preschool. There are a variety of ways families can volunteer in the program such as:

- **Room Parent:** works with the Lead Teacher to plan, organize and engage classroom parents in activities such as potlucks/classroom parent events, promoting parent donations for classroom wish lists, and scheduling parents for Team Meeting Snack donations. The Room Parent coordinates collections for end of semester gifts for staff.
- **Volunteer in Classroom:** Volunteer in the classroom by assisting with activities, cleaning, setting up classroom displays, sharing your family's culture, etc.

## **FAMILY PARTNERSHIPS FOR PROGRAM IMPROVEMENTS**

We make every effort to dialogue with families in a positive manner to plan strategies, problem-solve and provide assistance in a timely and effective manner. Please feel free to suggest ways that we can strengthen our partnership with you, as we seek to provide a high-quality learning environment for everyone in our school community. All families are invited to participate in UCUC Preschool program evaluations or input surveys that occur throughout the year. This feedback from parents provides important information for our continuous quality improvement. A summary of the evaluation/survey results are shared with the family.

## **COMMUNICATIONS**

Communication is an important aspect of the preschool program. The Director encourages parents to contact her immediately, if you have any concerns about your child or how the program is operated.

We try to establish regular communication with the parents through the following:

- Parent/child/teacher meetings prior to the start of the school year.
- Orientation and Curriculum Meetings – to explain our program to you.
- Parent Coffees – to offer parents a chance to meet with each other, learn more about our program and discuss development topics of interest to them.

- **Brightwheel-** a mobile friendly app parents can use to communicate with their child's teacher. Teachers can send messages to parents about their child's day, document learning goals and inform parents of daily happenings. Parents can communicate if they will be late or absent or if they need to pick their child up early.
- **Newsletters** – general information about the school and upcoming events.
- **Class Newsletters** – teachers will provide information on the class and ways you may help follow-up at home. Some of this information may be posted on the teachers Brightwheel calendar or sent to you via e-mail.
- **Snack Schedule** – sent out electronically and posted at the parent check in station.
- **Conferences** – one early in the school year so the teacher and parents can form individual plans for the child and one at the end of the year to evaluate the child's progress. Additional conferences can be scheduled at any time if there is a concern that needs to be addressed.
- **Portfolios** – a collection of the child's work, photos of the child at work, and observations made by the teacher.
- **Project Exhibition** – held in spring to allow children to show parents their work and offer parents an opportunity to visit with teachers and other parents.
- **Parent Representation on the Preschool Board** – one parent serves on the Preschool Board and act as a liaison between parents and board.
- **Teacher Curriculum Plans** – each day the teachers will post a reflective question on Brightwheel for you to ask your child in order to provoke conversation about their school day.

## **FAMILY CONFERENCES, PORTFOLIOS, AND ASSESSMENTS**

We make every effort to dialogue with families in a positive manner to plan strategies, problem-solve and provide assistance in a timely and effective manner. Please feel free to suggest ways that we can strengthen our partnership with you, as we seek to provide a high-quality learning environment for everyone in our school community.

All families are invited to participate in the UCUC Preschool program evaluations or input surveys that occur each year. This feedback from parents provides important information for our continuous quality improvement. A summary of the evaluation/survey results are shared with the family.

## **FAMILY CONFERENCES**

Family Conferences are held twice a year; a mid-year conference and an end of school-year conference. Families new to the school receive an intake conference so families can share their goals for their child, enrollment questionnaires and ASQ's are reviewed. The mid-year conference is a check-in with the family to review their child's development, discuss their development for the first half of the year and set any goals needed for the second half. The final conference is centered on the child's development over the course of the year and a developmental summary is presented.



## **FAMILY PORTFOLIOS**

Teachers prepare a portfolio for each child to document his/her development across five domains of development: cognitive, motor skills, language/literacy, social/emotional and self-help. The portfolio includes work samples, photos etc.

## **ASSESSMENTS**

### **DESIRED RESULTS DEVELOPMENTAL PROFILE (DRDP)**

The goal of UCUC Preschool is to ensure that all children are making progress in the domains of physical, cognitive and social-emotional development. We use the Desired Results Developmental Profile, a tool developed by the California Department of Education, Child Development Division, to assess the overall development of children across language, cognitive, social-emotional, physical, and health domains. A “Desired Results” are defined as conditions of well-being for children. Children are assessed within 60 days of enrollment and every 6 months thereafter. Parents’ input is a necessary component of this assessment. The DRDP is a “Naturalistic Assessment” instrument that is completed over time. Therefore, it is important for children to attend regularly. Sporadic attendance and/or enrollment for less than 10 hours per week, make it difficult to capture the necessary information that help us complete the DRDP, in these cases we may complete a screening instrument only to ensure no developmental delays or concerns go unnoticed.

### **AGES& STAGES QUESTIONNAIRE (ASQ) AND AGES & STAGES SOCIAL-EMOTIONAL QUESTIONNAIRE – SCREENING**

UCUC Preschool uses the Ages & Stages Questionnaire to screen for developmental delays in all areas. This developmental screening tool helps both the staff and parent determine if a more comprehensive assessment is warranted for special education or early intervention services. The Local Education Agency or Regional Center completes these types of assessment.

### **PHOTOGRAPHY, VIDEOGRAPHY, AND OTHER TECHNOLOGY**

With parent permission, children at UCUC Preschool may be audio-taped, video-taped or photographed inside the classroom for program use. Photographs and videos are an essential part of the program as a means to document children’s learning and engagement in the program, share the life of the classroom with the community of children and families, and to document the program for licensing, and professional development for teachers.

### **FAMILY GRIEVANCE PROCEDURES**

We encourage family members to dialogue with staff about the program. However, we ask that you refrain from having such conversations in the classroom in front of the children or with other parents. A parent who has a grievance should arrange to talk with

the involved staff person. If that brings no resolution, the parent should arrange to speak with the person's supervisor or Director. All policy and enrollment questions should be directed to the Director.

If your concern is not resolved to your satisfaction with the preschool staff, you may submit your written grievance to the Pastor Iona or the Preschool Board.

## **CONFIDENTIALITY**

The use or disclosure of all information pertaining to the child and his/her family is restricted to purposes directly connected with the administration of the program. UCUC Preschool shall permit the review of the basic data file by the child's parent(s) or parent's authorized representative, upon request and at a reasonable time and place. All information about children and families is kept in strict confidence and may not be discussed with other families or outside entities without parent permission.

The use of photos taken at UCUC Preschool by UCUC Preschool staff is limited to school documentation and child portfolio purposes. Parents have the right to review all photos taken of their child.

## **BABY SITTING**

Due to industry best practices and our insurance requirements, UCUC Preschool staff may not provide care after hours for children enrolled in the program. Staff may not drive children to or from UCUC Preschool. Aside from insurance requirements and liability concerns, UCUC Preschool is a center for professional development for pre-service students. Professional boundaries are important; caring for children outside the classroom blurs professional boundaries.

## **HEALTH AND SAFETY POLICIES**

### **COMMUNITY CARE LICENSING**

Protecting children and staff's health and safety is our first and foremost concern. The following summarizes our practices for supporting children's health and safety.

Community Care Licensing The UCUC Preschool facility is licensed by the California Department of Social Services, Community Care Licensing Division. Community Care Licensing (CCLD) regulations outline required health and safety, environment, facility and administration requirements that must be followed by all child care programs. Each time an analyst visits UCUC Preschool, there is a "Notice of Site Visit" which informs everyone that there was a visit and if there were any violations found and if so, which type. These notices are posted on the communication board in the front entrance. To learn more about the California licensing regulations, please visit their website:

[www.dss.cahwnet.gov/ord/PG240.htm](http://www.dss.cahwnet.gov/ord/PG240.htm)

## **DAILY HEALTH CHECKS**

Each morning the teacher completes a brief health check of each child upon arrival. This is completed before the parent or guardian leaves so that a child who appears to be ill or injured can be taken home or to the doctor.

Signs we look for include:

- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruising
- Complaints of pain or not feeling well
- Signs/symptoms of disease (coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting, etc.)
- Reported illness in child

## **HEALTH & SAFETY**

Preschool is for well children. If your child is unable to attend school, please send a message via the Brightwheel app and contact the Preschool Office. Please do not send your child to school if he/she has a fever, continuous cough or runny nose, or experience vomiting or diarrhea within the past 72 hours.

A sick child, or a child who is contagious, **CANNOT** be at school. This means that a child with a new cold must be kept at home. School policy recommends keeping the child out three days after the onset of a cold, longer if the child appears tired or has a bad cough. The supervising teacher may exclude any child who appears ill. *We expect you will call the office when your child must stay home due to illness and advise us of any contagious condition.* The direct number to the office is (858) 455-0336.

Please know we act in the best interests of the children and families we serve, and check all children to be sure they are well each morning upon arrival at school as well as throughout the day. You may **NOT** bring your child to school when:

- The child has a fever of 100 or above.
- The child's eyes have a non-clear mucus discharge or pink eye. The child must be treated with Prescription drops for 24 hours before returning to school.
- The child's nose has a non-clear mucus discharge. If due to allergies, we require a doctor's note confirming it is allergies before returning to school.
- The child has a rash.
- The child has lice/nits.
- The child has had a loose bowel movement within the last 72 hours.
- The child has been awake for a long period of time during the night.
- The child has vomited within the last 72 hours.
- The child exhibits any other symptoms of a contagious disease.

Your child must be *symptom free* without medication for 72 hours before returning to

## **WHEN TO STAY HOME AND EXCLUSION FOR ILLNESS**

For most common illnesses, your child will let you know if s/he needs to stay home based on symptoms and changes in his/her disposition that indicate s/he cannot participate in classroom activities. Please reference the Inclusion and Exclusion Guidelines in Appendix D for more information on when to keep your child at home to prevent spreading contagious illness and when a doctor's note is required for re-admittance.

Please keep in mind the ability of the classroom staff to care for your child if he/she is ill, as we cannot compromise staff's ability to care for the health and safety of other children in the group. As a result, there may be circumstances where we cannot accept your child due to illness. If a disagreement arises regarding the inclusion or exclusion of a child from school for health reasons, the family may request a review of the situation by UCUC Preschool's health consultant. Until this review can take place, policy guidelines and the recommendation of the staff shall prevail.

## **ILLNESS ISOLATION**

If a child becomes ill at UCUC Preschool and in need of exclusion, the family will be called and the child will be supervised in our designated isolation office or one of the administrative offices where a cot with a clean sheet and blanket is available if needed.

## **NOTIFICATION OF CONTAGIOUS ILLNESS**

We will inform parents of known contagious illnesses to alert you of the situation and provide you with information about the illness. Please see Appendix C for more information on what types of illness are considered contagious and require notification.

## **MEDICATION POLICY**

Best practices state all medications should be administered before or after school at home by parents or trained medical personnel. UCUC Preschool will administer prescription and over-the-counter medication and ointments. Prescription medication must be in the original container with the pharmacy label. Over-the-counter medication requires physician orders. Both prescription and physician orders for over-the-counter medication must include:

- Doctor's Name and Phone Number
- Date of Prescription or Doctor's Orders
- Child's Name Name of Medication, Dosage and Frequency Instructions

Parents must complete a Medication Administration Form if they want the preschool to administer medication (a copy of the form can be downloaded from the website or request a copy from the Director). All medication must be given to the teacher for proper storage. The Supervising Lead Teacher or Center Director are the only staff authorized to administer medication to children. The person administering the medication will record the time the medication was given on the log sheet.

If necessary and with doctor's orders, you may keep Benadryl or Epi-pens at UCUC Preschool for severe allergy reactions. Our staff are aware of the signs of severe allergic reactions and are trained in the use of Epi pens. If a child is showing allergic symptoms, the Director or Operations Manager will be notified immediately and we will follow the family's and doctor's guidelines for administering medication.

## **POLICY CONCERNING ADMINISTRATION OF MEDICATIONS**

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

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

All of the above also apply to any over-the-counter medications (please attach child's name or write on bottle child's first and last name for medications such Benadryl or special creams. All lotions and special creams will be kept out of the reach of children. Sun lotion is considered a medication. We advise all parents to apply sun protection before the child comes to school. Hand sanitizer, all lotions and creams, and chapstick are also considered a medication.

## **OTC MEDICATION**

For staff to administer any OTC medication, parents must complete a "Release to Administer Medication" form to keep on file. OTC medications include lotion and sunscreen.

## **LOTION AND SUNSCREEN**

The preschool will apply lotion and sunscreen to your child as needed with your signed consent. Families are asked to apply lotion and sunscreen to their child at the beginning of the day and teachers will reapply when necessary, with parent consent. You must provide your own lotion and sunscreen. Lotion and sunscreen from home needs to be labeled and kept in a location out of reach of children.

## **ASTHMA ACTION PLAN**

Asthma Action Plan Parents must complete an Asthma Action Plan for their child with asthma. This form outlines the health information staff need including steps to take should your child's asthma symptoms change. Parents may get a copy of the Asthma Action Plan on the website or from the front desk staff.

## **SUPERVISION**

Children are under visual supervision at all times. Staff is always on alert and have their eyes on the children at all times. Children are never left alone unsupervised. Children will not be left alone with a volunteer or participant. Children may be taken out of the classroom with a researcher or therapist and work with them alone only with parent permission and if the individual complies with CCL health requirements and background clearances. Staff count children before leaving an area and after arriving at the new destination (e.g.: when children go outside they will be counted before leaving the class and upon arriving at the playground and once again when leaving the playground and again when arriving back to the classroom). Staff-to-child ratios on the playground are the same as in the classroom.

## **CHILD RELEASE**

Children may only be released to their parents/guardians and persons authorized on the Emergency Information Form (LIC 700 Form). When a person is not familiar, staff will check the child's file and ask for photo identification for positive identification. Families must provide written permission if someone else is going to pick up their child. Children must be signed in and out on the attendance sheet at the front desk.

## **CLEANING AND SANITATION**

UCUC teachers clean the preschool daily. Classroom staff clean, sanitize and disinfect toys throughout the day.

## **SMOKING**

Smoking is prohibited at UCUC Preschool. If you smoke, we ask that you thoroughly wash your hands before entering the classroom and suggest you change your clothes if they smell like smoke. Secondhand smoke is very dangerous to young children as well as adults.

## **DRUGS AND ALCOHOL**

Drugs and Alcohol Any adult that appears to be under the influence of drugs or alcohol or has the smell of drugs or alcohol on their clothes or breath will be asked to leave UCUC Preschool immediately and may not pick up any children. We will call someone else on the emergency list to pick up if necessary. Continued attempts to pick up under these conditions will result in being removed from the pick-up list permanently or possible termination from UCUC Preschool. Please note that picking up under the influence of substances is a reportable offense to Child Protective Services.

## **FACILITY SAFETY**

We use a public water supply from the City of San Diego. Our heating and air conditioning units are maintained through the University City United Church. UCUC staff does periodic checks for environmental hazards as well as monitoring the status of our safety equipment. UCUC Preschool implements an integrated pest management program which minimizes the use of chemical insecticides.

## **GUIDELINES FOR INJURIES AT UCUC PRESCHOOL**

Permanent staff are trained in pediatric first aid and CPR. First-aid kits are maintained in all classrooms and on the playgrounds. Teachers will complete an Ouch Report every time a child gets hurt – whether the injury needs a bandage or just some TLC, and this report is given to the family at pick-up. Parents will be called if a child sustains a head bump, face injury, or experiences excessive bleeding to inform them of the situation. An Incident Report is completed if another child was involved in an incident that resulted in an injury to another child or adult and families are given the report at the end of the day. All Ouch and Incident Reports are logged and reviewed periodically to determine if new safety measures are needed.

In the event of severe injuries to children which require immediate medical attention, families will be notified and EMS may be called. An Unusual Incident Report will be completed and submitted to Community Care Licensing.

## **BITING**

Biting is a part of a child's development, especially from ages 12 months through 3 years. Sometimes biting is related to teething; biting can also be an expression of feelings they cannot yet express with words (we have seen children bite when they are frustrated as well as when an expression of excitement or happy moments). No one can predict which children will bite, but we are ready to help children who do bite to learn other behavior. In addition, we are also ready to give treatment, sympathy and advice to children who are bitten. When a child is bitten or bites, two reports are always written; an Incident Report for the child who bit and an Ouch Report for the child who was bitten. If the bite breaks the skin and draws blood, a phone call is made to the family of the child who has been bitten. If biting persists more than is developmentally appropriate, staff and parents together will develop a plan to help alleviate the biting.

## **SPECIAL HEALTH CARE CIRCUMSTANCES**

Please let us know if your child has special health care needs. UCUC Preschool staff will meet with parents and health consultants to develop specific protocol and recommendations to support the child's participation at UCUC Preschool.

## **IFSP OR IEP**

If your child has been diagnosed by a professional with a special need, please inform center staff upon enrollment or diagnosis and provide UCUC Preschool with a copy of the Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). Please discuss your child's educational/developmental goals with your child's teacher and how the classroom can support attainment of these goals. If appropriate, we welcome consultation with your child's therapists as we want to do all we can to ensure the optimal learning environment for your child.

## **PROHIBITED PRACTICES AND REPORTING CHILD ABUSE**

In addition to CCLD regulations that require UCUC Preschool staff to report suspected child abuse or neglect, State law requires all UCUC Preschool employees to report any suspected child abuse or neglect to the Child Protective Services at the San Diego Human Services Agency.

In accordance with Community Care Licensing regulations and NAEYC accreditation standards, and to protect each child's personal rights, the following practices are prohibited:

- Corporal or any type of physical punishment. This includes hitting, spanking, beating, shaking, pinching or other measures that produce physical pain.
- Withdrawal or the intent of withdrawal of food, rest, or bathroom opportunities.
- Abusive, profane or derogatory language, including yelling and belittling.
- Sexual abuse, including both sexual assault and sexual exploitation.
- Any form of public or private humiliation, including threats of physical punishment.
- Any form of emotional abuse, including rejecting, terrorizing, ignoring or isolating a child.

If any staff member or other adult engages in a practice prohibited by the program while in UCUC Preschool, the Director will take the necessary steps to assure that there is no reoccurrence of the practice. All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services Agency no matter where the abuse might have occurred. The Director will follow the direction of the Child Protective Services Agency regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, the Director will follow the guidance of the Child Protective Agency regarding notification of the parent or legal guardian.

If a staff person is accused of abusing a child, he/she will be placed on administrative leave pending the results of the investigation by UCUC Preschool and Community Care Licensing.



# **CLASSROOM PROTOCOLS**

## **TRANSITION STRATEGIES**

We recommend that you establish a familiar routine with your child to help your child successfully transition to the classroom. Transition and routine strategies can be discussed with your child's Supervising Teacher. We expect and understand that young children may have a hard time separating from their parents (and vice-versa!). The staff is trained in making this transition as easy as possible for both the child and the parent. Your child's classroom teacher will inform you at Orientation how they prefer to handle separations. In general, once the separation process is complete, we ask parents to say a prompt, friendly goodbye and establish (and maintain) a consistent "separation ritual" to help children make an easier separation. If you have any concerns about separation, please feel free to discuss them with your child's supervising teacher and/or UCUC Preschool Director.

## **PRESCHOOL EATING POLICIES**

### **SNACK**

All children are provided one nutritious snack a day which includes two of the following food groups: whole grains, fruits and vegetables, and dairy products. Water is served with snack. Snacks are served family style with teachers and children sitting together to encourage conversation and self-help skills. Children are encouraged to serve themselves, take care of their own dishes after eating and dispose of items in the garbage and dish bins. Teachers may choose to offer snack as a choice or as a whole group activity.

Children's allergies will be accounted for in the preparation of snack whenever possible. Families will be asked to provide alternate foods if UCUC Preschool is not able to accommodate the child's allergies. Menus are posted at the parent check in station on a monthly basis. UCUC Preschool only offers vegetarian snack options and is a PEANUT AND TREE NUT FREE SCHOOL. Families are welcome to provide their own snack if desired.

### **LUNCH**

Families are required to provide lunch for their children. Lunch is a relaxed, pleasant, group activity that brings forth conversation among the children and teachers. We encourage feelings of companionship and a sense of "family" between children and staff. Certain lessons of responsibility (hand washing, cleaning up, and packing-up lunch boxes) are also practiced during this time. It is not feasible, however, nor is it conducive to an enjoyable mealtime, for the staff to constantly monitor what each child eats, in what order, and how much. Therefore,

**we ask that you pack a variety of foods that are 'okay' to eat no matter which is eaten first.**

- **We ask that every effort be made to pack only nutritious lunch items. You should bring a nutritious lunch consisting of a protein food such as a meat/cheese/egg, finger vegetable or fresh fruit, a drink of 100% fruit juice or water. Please no sugared drinks such as Kool-Aid or fruit drinks which are not 100% juice. The guidelines for 2-5 year olds from the US Dept. of Agriculture are: 1.5 oz of protein (cheese, yogurt, meat, refried beans), 0.5oz or ¼ cup of fruit\*, 0.5oz or ¼ cup of vegetable\*, 0.5oz or ½ slice of bread.**

**\*\* Sweets are not acceptable. \*this can be 2 different fruits or 2 different vegetables or 1 fruit and 1 veggie. \*\*This is the category that pretzels, crackers (all kinds), rolls, muffins, etc. fall into.**

- **There is not a microwave available to warm the children's lunches.**
- **Please pack items in a way that encourages children to help themselves and is "ready to eat" and prepared to meet your child's chewing abilities. (i.e. peel, section and cut up oranges, peel hard boiled eggs, cut long noodles etc.).**
- **Uneaten food will be packed back into the lunch box so that you may see how much (and what) your child has eaten. Leftovers no longer have an ice pack to keep them at proper temperature and should be discarded at day's end.**
- **Lunches must be Peanut and Tree Nut free.**
- **Water is available.**
- **Food brought from home should be brought in a lunch box labeled with the child's name.**
- **Food will not be shared among children.**
- **Families should send ice packs in lunch boxes so that food remains at a cool temperature to prevent spoiling as lunches. Please put an ice pack in the lunch box to keep the food, especially milk, cool as there is not a refrigerator available for lunches.**

## **FOOD GUIDELINES**

**A nutritious snack is served during each class session and the menu is posted monthly. Parents desiring to bring a snack to celebrate a birthday are invited to do so. Please consult with your child's classroom teacher for suggestions (Note: Sweets are not acceptable).**

**Due to the increasing risk of life-threatening allergies, parents are asked to not include any peanut or tree nut products in their children's lunches.**

**Try and limit your child's food in the lunch box to the guidelines. Some children have far too many items to choose from and feel like they have to eat everything. Children may**

feel the need to take additional time to eat everything, which makes it difficult to transition the group to nap in a timely manner.

### **PEANUT FREE AND TREE NUT FREE POLICY**

To provide a safe learning environment for all students and staff at the UCUC Preschool, our school has declared itself a Peanut and Tree Nut Free School. This means that all children and staff must refrain from bringing to school any food products that contain peanuts and tree nuts, peanut oil, peanut butter and nut butters. While this may cause inconvenience to some, it is necessary to implement in order to protect the health of those students and staff that have severe allergies to peanuts and other tree nut products.

### **ALLERGIES/SPECIAL DIETARY NEEDS**

Please inform the staff and teachers of any special dietary / nutritional needs and if your child has any allergies. If a child has a food or any other allergy (bees, medication, etc.), this should be listed on “Allergy Form” included in the enrollment packet and provide permission to post the child’s allergy information with the child’s photo in the kitchen area in all classrooms, in all administrative offices and at the front desk so it is visible to all staff. If a child has medication such as an EPI-pen or Benadryl, then a Medication Form must also be completed.

Children will not be served food that they are allergic to; however, if your child has special dietary needs that restrict their ability to eat snack on a daily basis, families will have to provide snack for their child.

### **NAP POLICIES**

As a part day program children are not required to nap. Quiet rest times are OFFERED to ALL children who are enrolled for 6 hours per day, or who demonstrate or state that they are tired or sleepy at/during the rest period or nap time. Sleeping mats are provided. Please note that children’s PERSONAL RIGHTS include the right to not have their “daily living functions” intentionally interrupted or removed against their will. One of these daily living functions is sleep. UCUC Preschool will NOT deny a child a rest period if the child is sleepy or likely to sleep. Parental requests do NOT override a child’s personal right to rest. If a parent does NOT want their child to have a nap he/she must make arrangements for the child to be picked up if their child is sleepy or tired.

### **WALKING FIELD TRIPS**

Walks on campus are part of our curriculum, and the rules vary depending on the age of the child. A note will be left on the classroom door indicating time of walk and estimated return time. Administration will have the teacher’s cell phone number and walk destination. Teachers will inform Administration when leaving campus with a group of children. Teachers take the first aid backpack, emergency contact information, and have their cell phones turned on for the duration of the walks. Walks will only take place in the

**UC community. When crossing a street, one adult stops the traffic and stays in the street, then children cross with another adult in single file or pairs, and allow traffic flow to resume only after all the children have safely crossed.**

## **TOILET LEARNING**

**Children must be fully toilet trained before attending UCUC Preschool.**

## **HAND WASHING PROCEDURES**

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

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

## **EXTRA CLOTHING**

**We play with all kinds of materials each and every day so please send your children in clothes that can get dirty. We ask each family to send in at least one extra change of clothing for your child and keep this at school each day. This should include shirts, pants, socks, and underwear. Please label all clothes with your child's name. Remember to update this extra set of clothes as the weather changes and as your child grows!**

**For your child's safety, dress your child with proper shoes - sturdy, rubber-soled shoes. Cowboy boots, sandals, croc's, long dresses and slick bottom shoes are not appropriate for preschool play. Closed toe shoes are recommended. If your child will not wear sneakers to school, we suggest that you bring a pair of sneakers to school so the teacher can have the child change into them before they go outside to play. Provide adequate outer clothing for your child, which includes rain boots and rain jackets/hats. We spend time outside every day, even in the rain. Please provide rain gear when the weather is rainy.**

## **HOLIDAYS AND SPECIAL OCCASIONS**

**Holidays and birthdays are seen as educational opportunities and give us a chance to learn about our own diverse population. As a part of our emphasis on family identity and respect for diversity, we encourage children and teachers to talk about their family traditions. We encourage families and staff to share their family traditions with the children. If you would like to celebrate your child's birthday or family tradition at school, please arrange this in advance with your child's teacher at least a week in advance.**

Celebrations are at the discretion of the classroom teachers as he or she knows the needs of the group. At school we promote healthy eating and would like to model this during celebrations as well. Birthday celebrations occur at snack. Please check with your teacher about the specific time.

## **BIRTHDAYS**

UCUC Preschool enjoys in sharing in special birthday celebrations! Your child's teachers will designate their birthday as their "Special Day at School." The class and school will sing the "Happy Birthday Song." We would like to remind parents that if you are having a party at home for your child and are inviting only some school friends, please mail the invitations or give them directly to the parent. We do not allow invitations in the cubbies UNLESS the ENTIRE CLASS is being invited because the children tend to take the invitations out of the cubbies and discuss them. This can lead to some children feeling left out. Also, if your child will be car-pooling to a party immediately following school, we ask that you arrange to get the gift to the person's house. Please do not bring gifts to school.

## **TOYS FROM HOME**

Families are asked not to allow their child/ren to bring toys from home. Sharing toys from home is difficult for most children and teachers cannot be responsible for the safekeeping of toys that do not belong to the UCUC Preschool.

## **SCHOOL CLOTHING**

*Please dress your child in play clothes in which he/she can feel free to get dirty as we regularly engage in wet and messy activities.* Backless or slick-soled shoes are inappropriate for school. We do allow children to remove their shoes while playing, either inside the classroom or outside on the playground. If you wish for your child to keep their shoes on, please let us know. Close toed shoes must remain on while riding any moving vehicles or equipment. It is a good idea to bring along a sweater or jacket on all but the hottest days. Our playground can be windy and cool, and part of each day will be spent outside. Also, please dress your child in clothes that are easy for him/her to manage. Remember to label all clothing with your child's name.

Each child is assigned a personal cubby space for his/her use. Please bring a *change of clothes* for your child to keep in this cubby (and check regularly so replacements are on hand). Occasionally (when a needed change of clothing is unavailable), we may share clothing from our school supply. Please be sure to launder and return all school clothing to your child's teacher.

Dress your child for comfort and for active play. It is likely that your child will come home with dirty, painted or torn clothes at times. Children's freedom to play and learn is more important to us than clean, neat and tidy clothes at the end of their day. Children are required to bring a change of clothing to keep at UCUC Preschool. This will ensure that

**your child will have dry clothes available after water play or an accident that may occur during the day.**

**Label the inside of your child’s clothing with permanent ink or name labels (especially jackets, sweaters, gloves and hats). We encourage children to care for their clothing, but we do not take responsibility for clothing that is lost at UCUC Preschool. Occasionally, your child may wear another child’s clothing or shoes home by mistake. If this should happen, please return the clothing the next day.**

## **CURRICULUM AND LEARNING**

### **EDUCATION PHILOSOPHY**

**We believe children develop optimally within a community of trusting relationships in an authentic nurturing environment. Respecting that the family is the first teacher, our collaboration with the child and their family is essential. Integral to our philosophy is recognizing that children are competent learners who develop skills and abilities across all domains in an integrated fashion – social and emotional development, physical development, self-help skills, language and literacy development, and cognitive development. Children have an innate curiosity and, as active learners, they construct their understanding of the world through their social interactions with peers, adults, and materials.**

### **CURRICULUM**

**The UCUC Preschool utilizes a constructivist curriculum model that is play-based and emergent, and which is guided by the California Foundations for Early Learning. In this type of curriculum, children construct their knowledge by having hands-on experiences within a safe, supportive and nurturing environment. Children are given choices and are encouraged to strengthen their understanding of the world through a variety of natural materials and activities. The curriculum emerges with the children’s growing interests and skill levels as the year progresses. We avoid commercial characters and prescribed products in favor of open-ended explorations that promote creativity and imagination.**

**Activities and materials are chosen by teachers to reflect the children’s interests, investigations and curiosities. Our curriculum emphasizes learning, and incorporates a variety of big body play and outdoor activities to meet the developmental goals of our program. These goals are created based on the California Preschool Learning Foundations and Frameworks along with the teachers’ knowledge of child development and the individual needs of the children and families in their classroom.**

**Close observation and teacher reflection informs the planning of curriculum in order to create engaging, interesting, and challenging experiences for the children throughout the year. We develop our own plans to provide children with a variety of opportunities for learning and encourage broad exploration. We support children in doing as much for themselves as possible. In addition, we strive to support a variety of social experiences**

by organizing our time and space to balance individuals, pairs, small groups, and large group activities.

Most of all, children are supported in developing strong social-emotional skills, respect for self, each other and their community. All staff members serve as coaches as children practice social skills involved in peer interactions, friendship formation, and conflict resolution. The UCUC Preschool staff uses their extensive knowledge of research-based practices and tools in developing curriculum: National Association for the Education of Young Children (NAEYC) Accreditation guidelines, Developmentally Appropriate Practice, California Preschool Learning and Development Foundations, Early Childhood Education Rating Scale (ECERS/ITERS) and the Project Approach.

### **BIG BODY PLAY**

We believe the value of exuberant and boisterous rough and tumble play to a child's overall development. This vigorous body play allows very young children to learn about their bodies and how to regulate them as well as how to begin to relate to other children and show concern for them. Big Body Play contributes to toddler physical development because it is so vigorous and because children - since they enjoy it so much - tend to engage in it for an extended amount of time. For preschoolers, the vigorous body play allows children to negotiate, take turns, wait, compromise, sometimes dominate and sometimes hold back, and make and follow the rules.

### **DAILY SCHEDULES**

Classes follow their own rhythm of the day and this rhythm will change as the children's needs change. Please check your classroom family board for detailed information regarding your child's daily routine. A daily schedule is posted in the classroom near the children's cubbies as well as at the entrance in the check in area.

## **BEHAVIOR GUIDELINES**

At UCUC Preschool, our rules and expectations are designed to help children learn to manage their behavior for effective interaction and cooperation. All staff guide and support children by clearly communicating in a positive manner and tone. Typically, the children are eager to act appropriately and are recognized for doing so. We design activities that are age appropriate in both task and duration to maximize positive interactions. Our teachers also carefully monitor the children's activities to anticipate and diffuse problems before they begin.

The following are strategies we recommend families use at home, as these are strategies we use here at UCUC Preschool. This will encourage home/school problem solving connections.

## **BASIC BEHAVIOR EXPECTATIONS AT UCUC PRESCHOOL**

Knowing and meeting expectations encourages independent action and fosters self-esteem.

Positive guidance methods are used in order to help children learn self-control and self-direction, without loss of self-esteem. Teachers recognize the possibility of potential problems before they occur and can redirect children's behavior before it becomes unacceptable. Each classroom may have slightly different rules and expectations; all teachers ensure rules are being followed by adults and children in the room at all times.

- Children are supported and encouraged to use words to solve problems with others.
- Limits and expectations are clearly stated in positive terms.
- Children are redirected to acceptable activities and behaviors.
- Positive reinforcement is given for appropriate behaviors.
- Choices between acceptable behaviors are given.
- Teachers encourage children to build feelings of self-worth.
- Children are given choices and alternatives to help them turn inappropriate needs or choices into constructive ones.
- Natural and logical consequences, along with "I" messages are used to empower children and help them take responsibility for their behavior.
- Teachers ignore behavior if it is not disruptive or destructive.

## **GUIDANCE METHODS**

Broken rules, disruptive behavior and lack of cooperation can be problematic for teachers and families. However, effective discipline begins long before such behaviors erupt. Our interactive style, expectations, classroom environments, and the schedule all have an effect on children. We continually look at all of these factors for the purpose of helping children channel their energies into activities that are both socially and personally satisfying. We guide children towards self-discipline; we recognize that the ability to control and inhibit certain actions to achieve other new and interesting ends is a life learning process.

Our techniques are practiced to help children develop self-control, not behave according to adult-imposed controls or fears. The techniques we use at UCUC Preschool include limit setting, natural and logical consequences, redirection, problem solving, lap sitting and ignoring. We want children to learn to take responsibility for their behavior by experiencing the consequences, i.e. cleaning up a spill or comforting a friend after a conflict. We believe that hurt feelings are as important as injured bodies, and therefore teach children to use words and actions to let another child know how they feel.

## **STRATEGIES FOR SUPPORTING YOUNG CHILDREN'S PROBLEM SOLVING**

Our teachers learn to foresee consequences and prevent them rather than having to deal with unnecessary conflict or injury later; however, they cannot prevent all conflict.



Children can learn a great deal from conflicts if adults are willing to help them process their feelings and control their hurtful impulses. When limits are necessary, the teacher's define them, clearly and simply, then follow through consistently.

Some sample strategies:

- State expectations or suggestions in a positive form. Use phrases such as, "I think, feel, want, need," etc., instead of "you can't, aren't supposed to, have to," etc.
- Be sure to tell children what they may do whenever you must tell them what you won't let them do. Don't forget to acknowledge the need that is driving the behavior/ children's needs are legitimate and deserve to be respected and acknowledged, even when we limit the behavior that expresses them.
- Redirection can be a valuable way to deal with conflict in many situations if it is consistent with the needs that children are attempting to meet through the conflict situation.
- Redirection is not appropriate when it is used to distract children from their feelings or as an adult's excuse to avoid responding to their feelings.
- Give children choices and options, but only when you are prepared to follow through. "Mateo, shall we change your diaper now?" conveys a pleasant manner, but Mateo will assume you don't think this is a pressing concern and are only asking for his opinion. Be certain you are offering a real choice.

## **MANAGING CONFLICT AMONGST CHILDREN**

- Use narrative language and reflective listening to work through conflict.
- The phrase, "I can't let you...because..." can be very useful.
- Acknowledge tears, hurt, sad, etc. in both children to help both understand the situation.
- Some important messages to get across: "I need you to be gentle with \_\_\_\_\_"; "I can't let you hurt him/her."
- Give children alternatives; they cannot bite another child but if they are feeling angry/frustrated etc.; they can bite a teething ring or a doll because that doesn't hurt the toy.
- Remember that the child's feelings are always okay. We want to validate these feelings and avoid shaming the child. It is the particular expression of the feelings (the behavior, i.e. biting, hitting, kicking, etc.) that needs to be monitored and redirected to a more appropriate outlet.
- Child can be removed from a situation if it becomes serious, "I'm going to bring you over here because it is crowded over there and I am afraid you will hurt yourself. I'm going to keep you safe."

## **ADULT INTERVENTION IN CONFLICT SITUATIONS**

A major barrier for children in conflict situations is their lack of expertise with language. Adults who decide to intervene need to furnish language to express the apparent feelings of the struggling children, while they also monitor the conflict to prevent injury. But---an

adult who simply says “use your words” is not furnishing language. We tell the child what would be an appropriate phrase in the given situation. To be appropriate it should address the issues he is attempting to manage.

In our efforts to help children learn to problem solve, we encourage each to take the other’s perspective by making such comments as, “Donnie, it looks like Chloe wants to play with that, too,” or “Donnie, Chloe is shaking her head. I think she’s telling you she’s not finished with that truck. Do you suppose you could find the other one?” The supportive presence of an adult and an accurate description of each child’s apparent feelings are often all that is needed for the children to find their own solutions. In addition, this type of adult assistance avoids the pitfall of giving the impression of favoritism. Children are quick to perceive who is getting defended when adults decide to “settle the problem,” and the child who feels undefended then has a store of resentment and anxiety to deal with, in addition to the upset over the conflict. Such feelings fuel confrontations and escalate them instead of eliminating them.

### **COMFORTING A CRYING CHILD**

Crying is the primary language of the pre-verbal child. It is essential that adults acknowledge the feelings children are experiencing and provide language for these feelings. Verbalizing the child’s apparent feelings and offering comfort convey the message that the child’s feelings have been heard and are accepted by the adult, and allows the child to see that she can effectively impact the people around her. Statements such as “You’re okay, don’t cry. See? It’s all better.” or “Do I see tears? How about a smile?”, they do not meet the emotional needs of the child. Attempts to stop the crying without regard for the message that the crying communicates may satisfy the adult’s desire to “comfort” the child, but leaves the child’s needs unmet.

### **GUNPLAY**

For most adults, hearing and seeing children use gun play is unsettling. Having a strong background in child development, teachers understand that, for preschool children especially, this is par for the course. It can be unnerving to see a child pretending to kill someone, yet no study has linked pretend gunplay to future violent behavior, and most child experts agree that by forbidding gunplay entirely, adults give it far more power and will probably drive it underground. Teachers ask open ended questions about the gunplay to understand the child’s perspective. Teachers may comment on the play, “I know you’re having fun with your pretend play, but I feel a little scared by guns. Real guns can hurt and I feel afraid when you point your finger at me like that.” At the UCUC Preschool, these are our guidelines for gun play:

1. You must ask other children/adults if they want to play your game.
2. You may not shoot at anyone who is not playing your game.

## **PROFANITY/BAD LANGUAGE**

Profanity may come into a classroom community and, as teachers, we need to address the issue when it comes up and not ignore it. The focus at UCUC Preschool is on positive redirection. We always address the feeling behind the action, and give alternatives to the undesirable behavior. This route is never a quick fix and oftentimes it feels like we're not doing enough. But if teachers are consistent, the behavior will stop. Teachers should address the situation not only with the children but with the families by sharing articles and our strategies that we use in the classroom to help families at home. Teachers first tell the child that those words shouldn't be used at school and next help to describe the feeling behind the word to offer the child an alternative. For example, "you're really frustrated right now," "I can tell you're really angry," or "we don't use those words at school, try saying this instead." Teachers are firm and set boundaries, but also are not shocked or afraid when the words are heard. If the child continues using unacceptable language in the classroom, teachers will consult the families so together the teachers and parents can support the child at home and in the classroom in learning acceptable ways to express themselves.

## **CHALLENGING BEHAVIORS**

Discipline is based on an understanding of each child's individual needs and level of development. When correcting a child's behavior, the caregiver's response is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

When a child repeats a challenging behavior, a variety of methods for encouraging cooperation are used. These include the positive methods described above, as well as conferencing with other staff, families and center administration. Every effort is made to understand the child's needs and modify classroom practices so that he or she will be successful. Teachers work closely with families to understand each child and to determine which methods work best for him/her. Staff anticipates problems, and plans to prevent them by maintaining an appropriate learning environment. Our goal is to keep all the children in the school safe and we do our best to support all the children, helping children use words to help defend them and helping other children learn to use kind words and actions instead of hurting others.

Staff observes all children and documents problem behavior to help ascertain patterns and triggers: events, activities, and interactions, as well as any precipitating contextual factors. If a child's behavior problem persists or becomes dangerous to the other children or staff (e.g., punching, hitting, throwing items, kicking, temper tantrums, biting, destroying property, and threatening language), the teachers move other children away until the child is calm and in control. Such situations are rare at the UCUC Preschool and are discussed thoroughly with the child, teacher, and a family member to determine

positive steps toward solution. Families are referred to specialists for help with persistent problems that may be linked to developmental issues, with the goal of supporting the child's successful inclusion in the classroom. We want UCUC Preschool to be a safe place for all children but sometimes it is decided that our school is not a right fit for a particular child. We work closely with the families as stated above before coming to this conclusion but there are times when children and their families are asked to find another program.

## **UCUC PRESCHOOL PROCESS OF IDENTIFYING BEHAVIORAL OR DEVELOPMENTAL CONCERNS**

- 1. Lead Teachers discuss developmental or behavioral concerns with the Director and reflect on developmentally appropriate behaviors and goals for the children in the age group in comparison with concerns.**
- 2. The classroom team conducts observation and assessment, along with Director, to develop classroom strategies to meet the child's needs and improve the concerns. A behavior log may be kept to record the child's behavior, what occurred prior and after.**
- 3. A family conference is conducted to review the child's behavior or developmental concerns. At that meeting a formal plan may be developed for the child, teaching staff and the family through a collaborative process to help meet the individual child's needs and those of the classroom. The action plan is usually implemented for two to four weeks.**
- 4. If appropriate, families may be referred to outside resources. The family may arrange for specialists outside of UCUC Preschool to conduct child observations at UCUC Preschool and/or solicit input on strategies to meet the child's needs and improve the concern.**
- 5. Arrangements can be made if the family wants therapists or specialists to work with their child UCUC Preschool; however, these arrangements must be made in advance and will require liability protections for the University. The family will also be required to authorize the release of their child to the specialist.**
- 6. The family must authorize a release of confidential information if they want UCUC Preschool to share any information with outside specialists.**
- 7. Teachers will continue to document the behavior and keep both the family and Director informed of the efforts being made by both teacher and child and progress with improving the concerns. Additional family conferences will be held as appropriate and as agreed upon to discuss the child's progress and develop revised plans as necessary.**
- 8. If at any time the child physically hurts a staff member, themselves and/or the other children or people at UCUC Preschool, the families will be asked to pick up the child immediately. If necessary, temporary suspension may be required to allow the family time to secure outside services necessary to support the child's participation at UCUC Preschool.**

9. If the concerns are not successfully resolved through this process, UCUC Preschool may provide notice of enrollment termination. If necessary to protect the safety and wellbeing of other children and staff, this termination may be immediate.
10. If the child has an identified disability, UCUC Preschool may request a conference with the IFSP or IEP team to solicit input and assess whether UCUC Preschool is an appropriate placement to meet the child's needs.

## **APPENDIX A: UCUC PRESCHOOL BOARD**

### **PRESCHOOL BOARD**

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

Rev. Iona Dickinson          Pastor

**Lynn McNeal  
Dave Campbell  
Alice Perrine  
Ashely Glauber  
Jessie Frazier Dolan**

**President  
Treasurer  
Church representative  
Preschool parent/ non-church member  
Preschool Director**

**PRESCHOOL STAFF**

**Jessie Frazier Dolan  
Marissa Rizo  
Patricia Beres  
????????????  
Pamela Gallo**

**Director & Pedagogista  
Little Unicorns Lead Teacher  
Little Unicorn Assistant Teacher  
Big Explorers Lead Teacher  
STEM Teacher & Big Explorers Assistant Teacher**

**APPENDIX B: PEANUT AND TREE NUT FREE POLICY**

**To provide a safe learning environment for all students and staff at UCUC Preschool, our school has declared itself a Peanut and Tree Nut Safe School. This means that all children and staff should refrain from bringing to school any food products that contain**

peanuts and tree nuts, peanut oil, nut butter and peanut butter. While this may cause inconvenience to some, it is necessary to implement in order to protect the health of those students and staff that have severe allergies to peanuts and Tree nut products.

There may be children and staff attending our school who have life threatening allergies to peanut, tree nut and peanut and tree nut products. Allergies to peanut and tree nut products are potentially fatal. An allergic child, either through consuming, touching or even smelling the product, can go into anaphylactic shock or die within minutes.

All families/guardians are asked to check ingredient labels on all food products to determine whether the food contains peanuts or peanut oil.

Students who eat peanut butter at home before coming to school should make sure they wash their hands and face before leaving home.

The school follows these guidelines for snack. The food for purchase at the school will not have peanuts or peanut oils identified on the label.

If peanut products are found at school, they will be removed from the classroom.

#### **How to Read a Label for Peanut and Tree Nuts**

Always read the entire ingredient label to look for the names of peanut or tree nuts. Peanuts or tree nuts may be within the list of the ingredients or these could be listed in a “Contains: Peanuts” or “Contains” Walnuts (or other tree nut)” statement beneath the list of ingredients. The federal Food Allergen Labeling and Consumer Protection Act (FALCPA) requires the listing of peanuts or tree nuts or processing in a plant that processes peanuts or tree nuts.

## **APPENDIX C: CONTAGIOUS DISEASE ALERTS**

The following illnesses are considered contagious and must be reported to the Center immediately when diagnosed. We will inform all parents at the Center if a child is diagnosed with any of the illnesses following these procedures:

1. An exposure notice will be posted on the classroom door of the involved classroom. This notice will include information about the disease, including how

the disease is transmitted, incubation period, symptoms, and treatment. A copy of the notice is also emailed to parents of the children in the involved classroom.

2. The confidentiality of the child or staff member is maintained.
3. If new cases are reported, the exposure notices stays up and the date of illness is updated.
4. The exposure notice is removed after the possible incubation period passes.

#### Illnesses Requiring Exposure Notice

1. Chickenpox
2. Conjunctivitis
3. Fifth Disease
4. German Measles
5. Giardia
6. Hand, Foot, and Mouth (Coxsackie Virus)
7. Hepatitis
8. Herpes Stomatitis
9. Impetigo
10. Measles
11. Meningitis (Bacterial)
12. Mumps
13. Pin Worms
14. Ring Worms
15. Roseola
16. Rotavirus
17. Salmonella
18. Scabies
19. Shingles
20. Streptococcal Infection

## APPENDIX D: INCLUSION AND EXCLUSION GUIDELINES

Appendix D - Inclusion and Exclusion Guidelines			
Based on the American Academy of Pediatrics publication, <i>Managing Infectious Diseases in Child Care and Schools</i>			
Symptom	Complaints or Symptoms	Temporarily Exclude?	If Excluded, Readmit When
Cold Symptoms	<ul style="list-style-type: none"> <li>• Runny or stuffy nose</li> <li>• Scratchy throat</li> <li>• Coughing</li> <li>• Sneezing</li> <li>• Watery eyes</li> <li>• Fever</li> </ul>	No, unless <ul style="list-style-type: none"> <li>• Fever accompanied by behavior change.</li> <li>• Child looks or acts very ill.</li> <li>• Child has difficulty breathing.</li> <li>• Child has blood red or purple rash not associated with injury.</li> <li>• Child meets other exclusion criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Exclusion criteria are resolved.</li> </ul>
Cough	<ul style="list-style-type: none"> <li>• Dry or wet cough</li> <li>• Runny nose (clear, white, or yellow-green)</li> </ul>	No, unless <ul style="list-style-type: none"> <li>• Accompanied by fever, unable to participate</li> <li>• Severe, uncontrolled cough</li> </ul>	<ul style="list-style-type: none"> <li>• Exclusion criteria are resolved.</li> </ul>



## Appendix D - Inclusion and Exclusion Guidelines

Based on the American Academy of Pediatrics publication, *Managing Infectious Diseases in Child Care and Schools*

Symptom	Complaints or Symptoms	Temporarily Exclude?	If Excluded, Readmit When
Rash	<ul style="list-style-type: none"> <li>• Skin may show similar findings with many different causes. Determining cause of rash requires a competent health professional evaluation that takes into account information other than just how rash looks.</li> <li>• <i>Viral</i>: Usually signs of general illness such as runny nose, cough, and fever (except for warts or molluscum). Each viral rash may have a distinctive appearance.</li> <li>• <i>Minor skin infections and infestations</i>: See "Itching." More serious skin infections: redness, pain, fever, pus.</li> <li>• <i>Severe bacterial infections</i>: Rare. These children have fever with rash and may be very ill.</li> </ul>	<p><b>No, unless</b></p> <ul style="list-style-type: none"> <li>• Rash with behavior change or fever</li> <li>• Has oozing/open wound</li> <li>• Has bruising not associated with injury</li> <li>• Has joint pain and rash</li> <li>• Unable to participate</li> <li>• Tender, red area of skin, especially if it is increasing in size or tenderness.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to participate in daily activities.</li> <li>• On antibiotic medication at least 24 hours (if indicated).</li> <li>• Exclusion criteria are resolved.</li> </ul>
Sore throat	<ul style="list-style-type: none"> <li>• <i>Viral</i>: Verbal children will complain of sore throat; younger children may be irritable with decreased appetite and increased drooling (refusal to swallow). May see symptoms associated with upper respiratory illness, such as runny nose, cough, and congestion.</li> <li>• <i>Strep throat</i>: Strep infection usually does not result in cough or runny nose. Complaints of sore throat, decreased appetite, headache, fever and vomiting. Signs of the body's fight against infection include red tissue with white patches on sides of throat, at back of tongue (tonsil area), and at back wall of throat. Tonsils may be large, even touching each other. Swollen lymph nodes (sometimes incorrectly called "swollen glands") occur as body fights off the infection.</li> </ul>	<p><b>No, unless</b></p> <ul style="list-style-type: none"> <li>• Inability to swallow.</li> <li>• Excessive drooling with breathing difficulty.</li> <li>• Fever with behavior change.</li> <li>• The child meets other exclusion criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to swallow.</li> <li>• Able to participate.</li> <li>• On medication at least 24 hours (if strep)</li> <li>• Exclusion criteria are resolved.</li> </ul>
Stomachache	<ul style="list-style-type: none"> <li>• <i>Viral gastroenteritis or strep throat</i>: Vomiting and diarrhea and/or cramping are signs of a viral infection of stomach and/or intestine. Strep throat may cause stomachache with sore throat, headache, and possible fever. If cough or runny nose is present, strep is very unlikely.</li> <li>• <i>Problems with internal organs of the abdomen</i>: Persistent severe pain in abdomen.</li> </ul>	<p><b>No, unless</b></p> <ul style="list-style-type: none"> <li>• Severe pain causing child to double over or scream</li> <li>• Abdominal pain after injury</li> <li>• Bloody/Black stools</li> <li>• No urine output for 8 hours</li> <li>• Diarrhea</li> <li>• Vomiting</li> <li>• Yellow skin/eyes</li> <li>• Fever with behavior change</li> <li>• Looks or acts very ill</li> </ul>	<ul style="list-style-type: none"> <li>• Pain resolves.</li> <li>• Able to participate.</li> <li>• Exclusion criteria are resolved.</li> </ul>

## Appendix D - Inclusion and Exclusion Guidelines

Based on the American Academy of Pediatrics publication, *Managing Infectious Diseases in Child Care and Schools*

Symptom	Complaints or Symptoms	Temporarily Exclude?	If Excluded, Readmit When
Headache	<ul style="list-style-type: none"> <li>Tired and irritable</li> <li>Can occur with or without other symptoms</li> </ul>	<p>No, unless Child is unable to participate</p> <p>Note: Notify health professional in case of sudden, severe headache with vomiting or stiff neck that might signal meningitis. The stiff neck of concern is reluctance and unusual discomfort when the child is asked to look at his or her "belly button" (putting chin to chest) – different from soreness in the side of the neck.</p>	<ul style="list-style-type: none"> <li>Able to participate</li> </ul>
Itching	<ul style="list-style-type: none"> <li><b>Ringworm:</b> Itchy ring-shaped patches on skin or bald patches on scalp.</li> <li><b>Chickenpox:</b> Blister-like spots surrounded by red halos on scalp, face, and body; fever; irritable.</li> <li><b>Pinworm:</b> Anal itching.</li> <li><b>Head lice:</b> Small insects or white egg sheaths (nits) in hair.</li> <li><b>Scabies:</b> Severely itchy red bumps on warm areas of body, especially between fingers and toes.</li> <li><b>Allergic or irritant reaction:</b> Raised, circular, mobile rash; reddening of the skin; blisters occur with local reactions (poison ivy, contact reaction).</li> <li><b>Dry skin or eczema:</b> Dry areas on body. More often worse on cheeks, in front of elbows, and behind knees. In infants, may be dry areas on fronts of legs and anywhere else on body, but not usually in diaper area. If swollen, red, or oozing, think about infection.</li> <li><b>Impetigo:</b> Areas of crusted yellow, oozing sores. Often around mouth or nasal openings.</li> </ul>	<p><i>For chickenpox, scabies, and impetigo</i> Yes</p> <p><i>For ringworm and head lice</i> Yes, at the end of the day</p> <ul style="list-style-type: none"> <li>Children should be referred to a health professional at the end of the day for treatment.</li> </ul> <p><i>For pinworm, allergic or irritant reactions, and eczema</i> No, unless Appears infected as a weeping or crusty sore</p> <p>Note: Exclusion for hives is only necessary to obtain medical advice for care, if there is no previously made assessment and care plan for the hives.</p>	<ul style="list-style-type: none"> <li>Exclusion criteria are resolved.</li> <li>On medication or treated as recommended by a health professional if indicated for the condition and for the time required to be readmitted. For conditions that require application of antibiotics to lesions or taking of antibiotics by mouth, the period of treatment to reduce the risk of spread to others is usually 24 hours. For most children with insect infestations or parasites, readmission as soon as the treatment has been given is acceptable.</li> </ul>
Mouth Sores	<ul style="list-style-type: none"> <li><b>Oral thrush:</b> White patches on tongue and along cheeks</li> <li><b>Herpes or coxsackie virus infection:</b> Pain on swallowing; fever; painful, yellowish spots in mouth; swollen neck glands; fever blister, cold sore; reddened, swollen, painful lips</li> <li><b>Canker sores:</b> Painful ulcers on cheeks or gums</li> </ul>	<p>No, unless</p> <ul style="list-style-type: none"> <li> Drooling steadily related to mouth sores.</li> <li> Unable to participate.</li> <li> Care would compromise staff's ability to care for other children.</li> </ul>	<ul style="list-style-type: none"> <li>Able to participate</li> <li>Exclusion criteria are resolved.</li> </ul>

## Appendix D - Inclusion and Exclusion Guidelines

Based on the American Academy of Pediatrics publication, *Managing Infectious Diseases in Child Care and Schools*

Symptom	Complaints or Symptoms	Temporarily Exclude?	If Excluded, Readmit When
Earache	<ul style="list-style-type: none"> <li>Fever</li> <li>Pain or irritability</li> <li>Difficulty hearing</li> <li>"Blocked ears"</li> <li>Drainage</li> <li>Swelling around ear</li> </ul>	<p>No, Unless</p> <ul style="list-style-type: none"> <li>Unable to participate.</li> <li>Care would compromise staff's ability to care for other children.</li> <li>Fever with behavior change.</li> </ul>	<ul style="list-style-type: none"> <li>Exclusion criteria are resolved.</li> </ul>
Eye Irritation/ Pinkeye	<ul style="list-style-type: none"> <li><b>Bacterial infection:</b> Pink color instead of whites of eyes and thick yellow/green discharge. May be irritated, swollen, or crusted in the morning.</li> <li><b>Viral infection:</b> Pinkish/red, irritated, swollen eyes; watery discharge; possible upper respiratory infection.</li> <li><b>Allergic and chemical irritation:</b> Red, tearing, itchy eyes; runny nose, sneezing; watery discharge.</li> </ul>	<p><i>For bacterial conjunctivitis</i></p> <p>No. Exclusion is no longer required for this condition. Health professionals may vary on whether to treat this condition with antibiotic medication. The role of antibiotics in treatment and preventing spread is unclear. Most children with pinkeye get better after 5 or 6 days without antibiotics.</p> <p><i>For other forms</i></p> <p>No, unless the child meets other exclusion criteria</p> <p><i>Note: One type of viral conjunctivitis spreads rapidly and requires exclusion. If 2 or more children in the group have watery red eyes without any known chemical irritant exposure, exclusion may be required and health authorities should be notified.</i></p>	<ul style="list-style-type: none"> <li>For bacterial conjunctivitis, once parent has discussed with health professional. Antibiotics may or may not be prescribed.</li> <li>Exclusion criteria are resolved.</li> </ul>
Fever	<ul style="list-style-type: none"> <li>Flushing, tired, irritable, decreased activity</li> </ul> <p>Notes</p> <ul style="list-style-type: none"> <li>Fever alone is not harmful. When a child has an infection, raising the body temperature is part of the body's normal defense against outside attacks.</li> <li>Rapid elevation of body temperature sometimes triggers a febrile seizure in young children; this usually is outgrown by age 6 years. The first time a febrile seizure happens, the child requires evaluation. These seizures are frightening, but do not cause the child any long-term harm. Parents should inform their child's health professional every time the child has a seizure, even if the child is known to have febrile seizures.</li> <li><b>Warning:</b> Do not give aspirin. It has been linked to an increased risk of Reye's syndrome (a rare and serious disease affecting the brain and liver).</li> </ul>	<p>No, unless</p> <ul style="list-style-type: none"> <li>Behavior change</li> <li>Unable to participate</li> <li>Care would compromise staff's ability to care for other children.</li> </ul> <p>Note: Temperatures considered meaningfully elevated above normal, although not necessarily an indication of a significant health problem, for children older than 4 months are :</p> <ul style="list-style-type: none"> <li>100°F (37.8°C) axillary (armpit) or forehead</li> <li>101 °F (38.3°C) orally</li> <li>102°F (38.9°C) rectally</li> <li>Aural (ear) temperature equal to oral or rectal temperature</li> </ul> <p><b>Get immediate medical attention when</b></p> <p>Infant younger than 4 months has unexplained temperature of 101°F (38.3°C) rectally or 100° (37.8° C) axillary. Any infant younger than 2 months with fever should get medical attention within one hour.</p>	<ul style="list-style-type: none"> <li>Able to participate</li> <li>Exclusion criteria are resolved.</li> </ul>

### Appendix D - Inclusion and Exclusion Guidelines

Based on the American Academy of Pediatrics publication, *Managing Infectious Diseases in Child Care and Schools*

Symptom	Complaints or Symptoms	Temporarily Exclude?	If Excluded, Readmit When
Swollen glands (properly called swollen lymph nodes)	<ul style="list-style-type: none"> <li>• <i>Normal lymph node response:</i> Swelling at front, sides, and back of the neck and ear, in the armpit or groin, or anywhere else near an area of an infection.</li> <li>• <i>Bacterial infection of lymph nodes:</i> Swollen, warm lymph nodes with overlying pink skin, tender to the touch, usually located near an area of the body that has been infected.</li> </ul>	<p>No, unless</p> <ul style="list-style-type: none"> <li>• Difficulty breathing or swallowing</li> <li>• Red, tender, warm glands</li> <li>• Fever with behavior change</li> </ul>	<ul style="list-style-type: none"> <li>• Child is on antibiotics (if indicated).</li> <li>• Able to participate.</li> <li>• Exclusion criteria are resolved.</li> </ul>
Vomiting	Diarrhea, vomiting, and/or cramping for viral gastroenteritis	<p>Yes, if</p> <ul style="list-style-type: none"> <li>• Vomited more than 2 times in 24 hours</li> <li>• Vomiting and fever</li> <li>• Vomit that appears green/bloody</li> <li>• No urine output in 8 hours</li> <li>• Recent history of head injury</li> <li>• Looks or acts very ill</li> </ul>	<ul style="list-style-type: none"> <li>• Vomiting ends.</li> </ul>

# UCUC Preschool

## ADMISSION AGREEMENT 2022 – 2023

Date: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Home #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent 1 Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent 1 E-mail: \_\_\_\_\_ Work #: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent 2 E-mail: \_\_\_\_\_ Work #: \_\_\_\_\_

Does your child receive any type of special services? (e.g. Physical Therapy, Speech Therapy, Occupational Therapy, etc.)

Yes

No

If yes, please elaborate:

---

---

---

### I. TUITION AND FEES:

I agree to have University City United Church Preschool (UCUC) care for my child from 9:00 a.m. to 12:00 p.m. in the \_\_\_\_\_, September 13, 2022 through June 23, 2023.

At the time of Registration, I agree to pay a NONREFUNDABLE Registration Fee of \$150

1. Preschool Tuition is determined by the number of days and the number of hours of attendance. Basic tuition is from 9:00 a.m to 12:00 p.m and optional Extended Day Tuition is from 8:00-9:00 a.m. and 12:00-2:00 p.m. I understand enrollment is offered on a first come, first served basis.

Check the box next to desired payment method:

- I will pay the yearly basic rate tuition in the amount of \_\_\_\_\_ in ten NONREFUNDABLE payments of \_\_\_\_\_ through Brightwheel on June 16, 2022, and July 1<sup>st</sup>, Aug. 1<sup>st</sup>, Sept. 1<sup>st</sup>, Oct. 1<sup>st</sup>, Nov. 1<sup>st</sup>, Dec. 1<sup>st</sup>, Jan. 1<sup>st</sup>, Feb. 1<sup>st</sup>, and Mar. 1<sup>st</sup>, 2023.
  
- I agree to pre-pay the yearly basic rate tuition by check or ACH Payment through Brightwheel on/before April 15, 2022 with a 2% discount totaling \_\_\_\_\_.

### **PRESCHOOL TUITION PAYMENT POLICY**

- Registration Fee is due at time of Registration.
- **First tuition payment** must be paid in full on or before **June 16, 2022** (late payment will forfeit a child's spot for the new school year and/or result in a \$50 per day late fee).
- **Second tuition payment** and any other charges, including late tuition payment fee must be paid in full using the preschool's automatic billing through *Brightwheel* or by check to UCUC Preschool on or before July 1, 2022.
- Subsequent tuition payments and any other charges, including late fees, tuition for morning or afternoon programs, must be paid in full on or before 08/01/2022, 09/01/2022, 10/01/2022, 11/01/2022, 12/01/2022, 1/01/2023, 2/01/2023, and 3/01/2023.
- Any child whose tuition and other charges are not paid in full by the due date cannot attend UCUC Preschool until the child's tuition and other charges are paid in full. A Fee of \$50.00 per day will be charged for late tuition payments made after the 5<sup>th</sup> of the month it is due.
- Any child whose account becomes overdue will risk being dropped from UCUC Preschool enrollment.
- Returned check fee will be \$25.00.
- I agree to give a minimum of ONE MONTH'S NOTICE (30 Days) IN WRITING, or the equivalent in Tuition, before removing my child from preschool. I understand all tuition installments paid up to the date of withdrawal are NONREFUNDABLE. Parents requesting withdrawal before the end date stated in their Admission Agreement, shall submit a 30-day written notice to the Director, and shall continue to be responsible for fees, whether or not the child attends the program. If the parent does not provide a 30 day notice, he/she will be charged the required amount of tuition fees for child care for the 30 days. All fees must be paid within that billing period.

- I agree to submit in writing any requests for change in my child’s schedule. I understand my request will be considered on a case by case basis and will be contingent upon availability at the time of my request. All change requests must be received by the 20<sup>th</sup> day of the month to ensure my future tuition installments reflect the newly adjusted tuition rate. Refunds will not be given for previously paid tuition.
- UCUC Preschool will provide families with a minimum 30-Day written notice of any basic rate change.
- The following discounts will be applied:
  - If Yearly Basic Rate Tuition is paid in advance for the entire school year, a 2 % discount will be applied and must be paid by check on or before **April 15, 2022**. Any request for annual payment after this date cannot be honored.

## **REFUNDS**

- No refunds can be granted. I understand that illness and vacations will not be deducted from the tuition. No reductions are provided in monthly tuition for days when the Preschool is closed for holidays, parent-teacher conferences, staff training/planning, natural disasters, unavoidable emergency or maintenance or for days children don’t attend due to illness, vacation or any other absences. All fees are nonrefundable.

## **II. POLICIES & PROCEDURES:**

- My child is expected to attend regularly on the days enrolled, to arrive at the scheduled starting time and to be picked up promptly at dismissal time.
- I will pick up my child when the session ends. If I am late I realize that a late fee of \$1.00 per minute per child will be charged for each minute that I am late after 12:00 p.m. or following my child’s scheduled After Preschool Program.
- I will make time for at least two scheduled Parent Conferences, one in the fall and one in the spring.
- I agree to attend the **Mandatory Parent Orientation on Thursday, September 1<sup>st</sup> from 5:30 – 7:00 p.m.**
- I agree to let my child go on walking field trips with the class in the University City area. All other field trips will require my written consent.
- I agree to adhere to all travel and quarantine guidelines set forth by the preschool staff.
- I agree to adhere to the UCUC Preschool Isolation and Sick Policy.

- I agree to pick up my child right away if the Staff informs me he/she has been injured or is ill.
- The Staff will not release my child to anyone other than the parent, legal guardian, or adults listed on my child's *Emergency Form*.
- I will sign my child IN and OUT each day with my full signature. I understand this is a licensing requirement and my failure to sign-in/out may result in a citation and fine for the Preschool. I understand that failure to sign-in/out will result in a \$25.00 fee for each violation to be added to the cost of my monthly tuition.
- I will inform the school IN WRITING when I change my child's home routine or schedule. Including situations such as relatives who pick up my child and are not known to the school Staff, diet changes, when my child is taking medication, PRESCRIBED OR OVER THE COUNTER, and family situations that might affect my child's behavior, etc.
- I have received, read, and submitted UCUC Preschool's Permission Forms for photo/video release of minors, field trips, playground policies, and outside specialists.
- I give permission to have my child participate in the vision screening provided by the California-Hawaii Elks Major Project. I authorize and give permission for the California-Hawaii Major Project to obtain my name, address, and phone number for the sole purpose of this screening to identify children who may be at risk and that this screening is not a substitute for a doctor's eye examination. Results will be provided to the Legal Guardian. There is no cost for this service. An information flyer will be shared during Parent Orientation.
- Due to the California State Law SB277, we must require children attending preschool for the first time to complete all immunization requirements prior to August 1, 2022.  
<https://www.shotsforschool.org/child-care/>
- Community Care Licensing (CCL) has the jurisdiction to visit the preschool unannounced. Licensing can interview children or staff, as well as inspect, audit, and copy center records during business hours. CCL 101200, 10121c and 10122d. Health and Safety codes Sections 1596.852, 1596.853, and 1596.8535.
- At the time of my child's admission to UCUC Preschool, I have received a copy of the following forms: *Admission Agreement*, *Caregiver Background Check Process*, *Lead Bill Flyer*, *Notification of Parent's Rights*, and my child's *Personal Rights*. I have also received the name, address, and telephone number for the CCL agency to contact for complaints.
- I will follow all other policies established in the Family Handbook, including but not limited to the child guidance policy and dismissal policy.

### **III. THINGS I MUST DO:**

- I will download the Brightwheel App onto my mobile device for use during sign-in/out procedures.



- I will provide a nutritious lunch for my child should they stay for lunch. I will include two food groups and follow the nutrition guidelines provided by the preschool.
- I understand there MAY be a child/children enrolled with life threatening food allergies. If this is the case, I agree to adhere to snack and lunch guidelines requiring limitations and/or NUT FREE food items.
- I will MARK CLOTHING AND PERSONAL ITEMS that my child brings to school with his/her name (Jackets, sweaters, socks, lunchboxes, water bottles, etc.) I will ensure my child has an extra set of clothing, including socks and underwear to be left at school for emergency needs.
- If any of the information requested on these forms changes, it is my responsibility to immediately inform the Preschool of the new information.
- I will adhere to the policies and procedures provided to me in the 2022-2023 Family Handbook.

I am responsible for the payment of my child's tuition. I have read, understand and will comply with the provisions set forth in this Admission Agreement.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**University City United Church Preschool Lic. #372000610      Accreditation #279435**

## **CAREGIVER BACKGROUND CHECK PROCESS**

**The California Department of Social Services works to protect the safety of children in child care by licensing child care Preschools and family child care homes. Our highest priority is to be sure that children are in a safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or Preschool. Each of these adults must submit fingerprints so that a**

background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or Preschool unless approved by the Department. This approval is called an exemption.

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

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

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

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

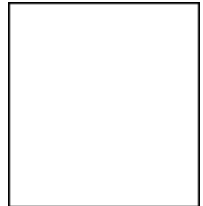
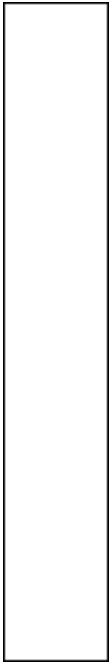
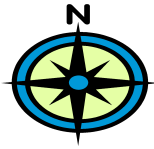
The person also gives us reference letters from people who aren't related to them who know about their history and their life now. We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

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

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

The website address is <http://cclid.ca.gov/contact.htm> STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
LIC 995 E (10/09) CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
IMPORTANT INFORMATION FOR PARENT

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



**CARS EXIT HERE**

**CARS ENTER HERE**



**The preschool parking lot is on the corner of Stresemann and Gobat Streets.**

**The Entrance to the Church Office is off Stresemann Street.**