



Coast Kids Preschool

Preparing hands for today, minds for tomorrow and hearts for eternity!

Parent Handbook

NORTH COAST

CALVARY CHAPEL



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Welcome to Coast Kids Preschool!

A note from Mark Friestad, Pastor of Children's Ministries

Welcome to Coast Kids Preschool at North Coast Calvary Chapel. Our preschool exists as an extension of our values and mission at this church to transform the world through the love of Christ.

Jesus valued children, and we must value them as well. "Let the children come to me," He said, "and do not hinder them; the kingdom of God belongs to such as these." Our preschool is one expression of that value, in that we believe in the importance of early childhood education and in partnering with parents to raise their children.

Our preschool has a highly-qualified, caring staff, and I admire their dedication. Our commitment is to create an environment that is safe, nurturing, and fun, as your child's unique personality emerges and develops, and as they discover the world around them and the great God who made it all.

A note from Alisa Wickham, Director of Coast Kids Preschool

Welcome to our preschool! The information included in this handbook is very important. The handbook is designed to help families become familiar with the routines and procedures of our preschool.

New research on brain development and learning shows how important the early years are in a child's learning and development. What happens in preschool greatly matters. And what you do at home is even more important. I look forward to a partnership with you in order to give your child the best start for school and life.

Based on what we know about the importance of play in the early years...today we prepare our hands for play. While we play...we learn and prepare our minds for tomorrow. Because we know how important faith in God is in our lives...we prepare our hearts for eternity. Thus at Coast Kids Preschool we are preparing hands for today, minds for tomorrow and hearts for eternity!

Contact Information

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License: 376700431

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Each staff member has their own email address. You may email them directly. Their email addresses are listed on our website.

Mission Statement

The mission of Coast Kids Preschool is to provide children in our community with the opportunities to grow physically, cognitively, socially/emotionally, and spiritually by offering a high-quality and developmentally appropriate program that is built upon a partnership between the child, teacher, and family.

Teaching Philosophy

We feel teaching is...

- inspiring our children rather than merely filling them with facts.
- responding to our children rather than demanding of them.
- motivating our children to discover on their own rather than relying on another's discoveries.
- inducing our children to think rather than repeating other's thoughts.
- encouraging our children to make individual choices and helping them grow in confidence and interdependence with others.
- exploring to find lessons in everything our children see, hear, smell, taste, and touch and bringing them together to give deeper meaning and fulfillment to life.

Enrollment Policy

Coast Kids Preschool admits students of any race, color, national, and ethnic origin to all programs and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and

admissions policies. Children must be three years old by November 1st of the current school year and fully potty trained.

Admission

We are licensed by the State of California, which requires that the following forms be on file for each child before the child may attend.

1. Physicians report
2. Up-to date copy of immunization card
3. Identification and emergency information
4. Pre-admission health evaluation
5. Parent's rights form
6. Personal rights form
7. Consent for emergency medical treatment
8. Admission's Agreement

Additionally, we require a Covid Risk Agreement.

Days and Hours

We are open Monday – Friday.

5 days are Monday – Friday.

3 days are Monday, Wednesday and Friday.

2 days are Tuesday and Thursday.

Full day hours are 8:00am - 5:00 pm.

¾ Day hours are 9:00am - 3:00pm.

The morning hours are 8:30am – 12:30pm.

Early Care hours are NOT available. Extended hours are NOT available.

Classroom Communities

Children are placed in a classroom community with children their own age and with 1 teacher. However, siblings are placed in the same classroom as the older sibling. Our full day classes any have 2 teachers, (one for morning and one for the afternoon.) Each classroom community will spend their whole time together. Each classroom community will be separate from other classroom communities.

Late Pick-Up

Please call if you are running late so we can reassure your child you will soon be there and we can make staff adjustments. A late pick-up fee of \$1.35 per minute will be charged for children picked up late.

Holidays / In-service Days Observed

Our regular school year is approximately September through mid June. We are very similar to Carlsbad School District school calendar. We offer an optional summer camp mid June through August. Our Morning Session Programs follow closely the Holiday Schedule observed by Carlsbad School District. We offer more days of care for our families with children in the Full Day Programs and ¾ Day Programs.

Morning Programs

September	Labor Day
October	Two days for Parent / Teacher Conferences
November	Veterans Day
November	One week for Thanksgiving
December / January	Two weeks for Christmas / New Year's Break
January	New Year's Day
January	Martin Luther King Jr. Day
February	Two days for President's Days
March/April	One week for Spring Break
May	Memorial Day
June	One Staff In-service Day
July	Independence Day
August	Three - Four Staff In-service Days
August	Two days for Open House

Full Day Programs

September	Labor Day
October	Two days for Parent / Teacher Conferences
November	Veterans Day
November	Two days for Thanksgiving
December	December 24, 25, 26 & 31
January	New Year's Day
January	Martin Luther King Jr. Day
February	Two days for President's Days
March/April	None
May	Memorial Day
June	One Staff In-service Day
July	Independence Day
August	Three - Four Staff In-service Days
August	Two Days for Open House

MONTHLY TUITION REMAINS THE SAME REGARDLESS OF HOLIDAYS, IN-SERVICE DAYS, OPEN HOUSE, ILLNESS OR QUARANTINE.

Absences

There will be no reduction in tuition due to absences, whether for illness, quarantine or vacation. We do not grant make up days for absences.

Please report absences to the preschool office. Let us know why your child is out (family fun day, vacation, illness, etc.) This helps us with planning and tracking illnesses.

Sign-In / Out Procedures

It is required by the State of California that each child be signed in and out with a complete signature by the parent or authorized adult. No initials. Sign –in / out sheets are located at our check-in / check-out areas (front lobby doors and back lobby doors). Each class will be assigned a check-in / check-out area. Children will not be released to anyone other than a parent or other person(s) designated in writing by the custodial parent(s) on the Emergency Information Sheet. Adding anyone to your authorized pick up list must be done in person.

Certified custody orders must be provided to the Preschool Director prior to enrollment. Any changes in custody orders must be provided to the Preschool, specifying who is to drop-off and pick-up child(ren) each day. Photo ID's are required of all individuals not known to Preschool staff. No child will be released to an individual not specified on this form by the custodial parent.

Financial Agreement

An annual registration fee is required to enroll each child into our program. The registration fee is NON-REFUNDABLE and NON-TRANSFERABLE. At the time of registration, 2 weeks annual tuition deposit is also due. This will be applied to the last 2 weeks of tuition of the regular school year. The tuition deposit is also NON-REFUNDABLE and NON-TRANSFERABLE.

Tuition is due on or before the 1st of the month for that month regardless of a weekend or holiday. A late fee of \$35.00 will be charged to your account if payment is received after the 5th of the month regardless of a weekend of holiday. Your child's enrollment may be jeopardized if tuition is not paid by the

15th of the month. Tuition Statements are not mailed home. They are emailed to the email address provided before the 1st of the month.

Non-Sufficient Checks / Returned Checks will be charged \$15.00 additionally. Payment is then expected within 2 business days. Other charges such as merchandise or Late Fees will appear on the next month's bill. A late pick up fee of \$1.35 per minute will be charged for children picked up late.

Your child's enrollment will be suspended with possible termination if tuition and other fees are not paid within the time frame outlined within this agreement. There is no reduction in tuition due to illness, quarantine, vacation, holidays, in-service days or open house.

In the event where tuition costs are shared between the child's parents and one parent fails to pay, the other parent must assume all financial responsibilities at that time in order to maintain the child's enrollment.

Drop Notice or Schedule Change

You must give a two-week written notice to drop your child from our program or change the schedule, or billing will continue until written notice is received. The last day to withdraw your child from preschool for the regular school year without being responsible for June's tuition is May 1st.

Health and Safety

The children's health is very important to us. **Preschool is for well children.**

Guidelines for keeping your child at home:

1. The child has had a fever within the last 24 - 72 hours.
2. The nose or eyes have mucus discharge.
3. The child has a rash.
4. The child has had loose bowel movement within the last 24 hours.
5. The child has vomited within the last 24 hours.
6. The child has an eye infection.
7. The child has head lice.
8. Close contact to a person suspected of being positive for Covid-19, Influenza or other highly contagious serious disease.
9. Close contact to a person tested positive for Covid-19, Influenza or other highly contagious serious disease.

10. Traveling outside of San Diego County (during pandemic) and spending time with people outside of your family "bubble" or hosting visitors outside of your family "bubble".

We will adhere to the guidance given to us by San Diego County Public Health for length of quarantine.

If your child is being treated with antibiotics, he/she should be on the antibiotics for at least 24 hours before returning to preschool. We would appreciate a call to the preschool office when your child must stay at home due to illness and advise us of any contagious condition in order for us to alert other families.

Your child may be sent home if he/she appears to have symptoms of illness during preschool hours. In such cases, he/she is immediately isolated from the others and a parent is contacted to pick up the child. It is your responsibility to find alternate care for your child when he/she is sick. It is imperative that your contact information is current and we have a way to get ahold of you.

We will only administer medication that is accompanied with a Medication Authorization Form. Medication Authorization Forms are available in the office. The form along with the medication must be given to our office staff. Also, do not put any vitamins or over the counter medicine in your child's lunch box. Over the counter medicines can only be given out if accompanied by Authorization Form.

We take every opportunity to provide a safe environment for your child. However, accidents do happen. First-aid will be administered for all minor injuries. An Accident Report will be sent home with your child. In case of a serious injury, parents will be notified immediately and action will be taken if necessary, including obtaining emergency medical care. For this reason, it is extremely important that all of the information on your child's emergency card is up-to-date at all times.

Emergency Kit

Please provide a kit for your child. Place all items in a quart or one gallon zip lock bag. Make sure to label with your child's name and the date. It will be kept in your child's cubbie.

- emergency space blanket
- emergency light stick

- family note with family photo
- 1 juice box
- 1 water bottle
- fruit snack or fruit leather
- 2 energy bars (no nuts)

In the event of an emergency that requires your child to be in a classroom other than his/hers - we will need to share supplies. Every 6 months replace items. We hope we never use them!

Separation

We understand and expect that young children may have a hard time separating from their parents and visa versa! The staff is trained to make this transition as easy as possible for both your child and you. We ask that parents say a prompt, friendly goodbye. It is best to establish and maintain a consistent separation ritual to help your child make an easier separation. Please feel free to discuss this with the teacher or Preschool Director.

Clothing

Suitable clothing consists of play clothes that promote freedom of movement and freedom from worry about spills, splatters and dirt. We regularly engage in wet and messy activities. We buy only washable paints. However, stains can happen. Clothing should also be simple enough to handle quickly for toileting purposes. Each child is required to have an extra set of seasonal clothes at school. This includes shirt, pants, underwear and socks. Please bring them to preschool in a zip lock bag with your child's name on it. It is good idea to have a sweater or jacket available. Our play yards can be windy and cool.

Please label all clothing with first and last name.

Naps

If your child is in our full day or $\frac{3}{4}$ day program, he/she is required by state law to rest. Please provide a small fitted sheet and a small blanket. Bedding must be taken home weekly to be laundered. Please clearly label all bedding with your child's first and last name. All supplies must comfortably fit the nap bag. We will issue nap bags at the beginning of the school year or the start date during the year. There is a cost involved with this. Substitutes are not accepted. Please refrain from large pillows, sleeping bags and stuffed animals. This is a storage problem and a sanitary issue.

Snacks / Lunches

Snacks / lunches are not provided. You will need to pack nutritious snacks and lunch for your child. A sample of a nutritious lunch consists of a half of sandwich with some protein (meat, cheese or egg) and vegetable or fruit. Please do not send sweets – cupcakes, candy, cookies, etc. We provide filtered water during meals and throughout the day. Please do not send a water bottle / Thermos. Use “blue ice” in lunchboxes to keep lunches cold. Microwaves are not available. We suggest use of Thermos style container to keep food warm.

Due to the increasing risk of life-threatening allergies, we ask that you do not include nut products or products that are labeled “may contains nuts” in your child’s lunch.

We use snack and lunch time as an opportunity to pray with the children as we give thanks to God. We also use this time to talk about “growing foods” and encourage children to eat them first. Nutrition plays a big part in their development.

Birthdays

Birthdays are a very special time for children. We celebrate birthdays during snack time. You may help us celebrate your child’s birthday by sending special cups and plates for us to use during snack. You may also send in a party bag for the children in the class. We have other great ideas for you. You will be given a form to let us know what you will be bringing. We will do our best to help your child feel special and celebrated. Your child’s teachers will let you know what date works best for celebrating.

If you are sending out birthday invitations in the children’s cubbies, we ask that you give one to each child in the class. Otherwise children’s feelings are easily hurt if not invited. A directory is available for you to mail out invitations.

Toys from Home

Please leave toys books, etc. at home other than on “share days”. Toys can get lost or broken or cause problems with other children.

Family Involvement

There are ways to still get involved in our preschool besides coming into the classroom. You may provide help to the teacher by providing fresh flowers for

the classroom, help with cutting projects or the book orders. Email the teachers to offer help or support. You could prepare a display to share your hobby or career with us. Please keep us informed on any information that would be useful to your child's development.

Some family events will be reimagined to offer you the opportunity to safely participate. Other events will only be available for the children in a safe manner until we can safely add families.

Here is a list of some of our reimagined events that families may attend:

- Open House
- Conferences
- "Thanksgiving" Picnic
- Christmas Celebration
- Spring Art Show and Reception
- Garden Party for Moms
- Play Date with Dads Day
- Pre-K Graduation Celebration

Here is a list of some of our reimagined events that only children may attend:

- Chapel Days
- Country Round Up
- Class Parties

During these events, we will do our best to give you a glimpse of these events whether it is with decorative check-in areas or FaceBook posts.

Staff

We believe that one of the keys to a successful preschool is a strong staff. All of our staff are committed Christians, have a love for children and are experienced Early Childhood Educators. Each of our staff members meets, and in many cases exceeds, the requirements that are set by the State Licensing Department. In addition, all staff members are certified in CPR, First Aid, and Health and Safety. Our staff has undergone an extensive background check. We sincerely believe it is both a privilege and responsibility to care for and nurture your child. Parents can entrust their children with complete assurance and peace of mind to our strong team.

Our Curriculum

We use *The Creative Curriculum* as our blueprint for planning and implementing a developmentally appropriate program. Its effectiveness in helping children

acquire social competence and the skills they need to succeed as learners is well documented. *The Creative Curriculum* incorporates careful attention to the design of the environment with a focus on interest areas, developmentally appropriate practices, purposeful planning and accurate assessment of learning outcomes. Our curriculum includes the content areas that are included in the national and state standards - literacy, math, science, social studies, and the arts.

Along with using *The Creative Curriculum* as a framework, we draw lessons from *Wonder-filled Weekdays: Lessons for Christian Preschool Ministries*. We are able to integrate developmentally appropriate activities with spiritual development. This is designed to help children make faith connections. We verbalize our faith as children work and play. Looking at earthworms in a worm house is not just a science lesson. It is an opportunity to talk about how all of God's creation is good.

In our classes we use *The Handwriting Without Tears* curriculum, which is fun, multi-sensory, and research based to develop skills and teach correct letter formation.

More Faith Connections

Children will enjoy coming together for Chapel Days. Also, each class will be involved in service projects during the year geared for little helpers.

Statement of Faith

As a ministry of North Coast Calvary Chapel, we adhere to the statement of faith incorporated in our church bylaws. Our beliefs inform the way we may talk and teach about families and family life.

In doctrine, we are a conservative evangelical church. In practice, we expect to experience our doctrine by the active presence of the Holy Spirit in our lives.

We believe:

- In the eternally existing Triune God: Father, Son, and Holy Spirit.
- In the Bible as the fully inspired Word of God, the only infallible rule for faith and practice.
- In God the Father who concerns Himself mercifully in the affairs of man.
- In Jesus Christ, God's only begotten Son—in His virgin birth, sinless life, miracles, teachings, His atoning death, resurrection, ascension into heaven, and promise of His return to earth.

- In the Holy Spirit and His present ministry of rebirth and renewal as well as the working of spiritual gifts.
- That all people are sinners and yet made in the image of God. Only repentance and faith in Christ can restore us into fellowship with God.
- In the Church world-wide, the living spiritual body, of which Christ is the Head and all regenerated persons are members.
- In the Ordinance of Water Baptism and Communion.
- In the personal, visible return of Christ to earth and the consummation of His kingdom.
- In what is termed "The Apostles' Creed" as embodying the fundamental facts of Christian faith. We endorse the historic orthodox creeds of the church.

Statement of Biblical Authority:

This statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with the final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of church doctrine, practice, policy, employment, and discipline, our Board of Directors is the church's final interpretive authority.

Statement on Marriage:

Marriage has been ordained by God. This church defines "marriage" as the exclusive covenantal union of one man and one woman.

Play Is Important

"Many parents are concerned about what their children will learn in preschool. They want their children to enjoy preschool, but also to be well prepared for the more formal environments of kindergarten and elementary school.

The good news is that the best preschool teaching practices make the most of children's natural inclination to play. What's more, you don't have to choose between academic learning and enjoyable play experiences for your children. The idea that you must make a choice is in part due to different definitions. When some people talk about academics, they may be thinking specifically of teaching children their letters and sounds, numbers, colors, shapes, and so on. Our definition of academics is much broader.

Academics should address such questions as:

How do children become literate?

How do children learn to think mathematically and like scientists?
How do children learn about the world around them?
How do children create through the arts and learn to think of themselves as creative problem-solvers?

Almost all current research on young children clearly indicates that when children play, they learn, and they learn social, emotional, and physical skills as well as academic content. Our view--that a quality preschool program is one that promotes learning through rich play experiences--is based on that research."

(An updated excerpt from *Preschool for Parents* (pp. xi-xii, 17-19, 23), by D. T. Dodge and T. S. Bickart, 1998, Washington, DC: Teaching Strategies, Inc. Copyright 1998, 2005 by Teaching Strategies, Inc.)

It is very important to us that, when you pick up your child and ask what they did today, their first response is "I played". All of our teachers have been trained to creatively mold play situations so that they lead to the acquisition of specific skills.

Curriculum Goals

"Jesus grew in stature & in wisdom & in favor with men & God." Luke 2:52
Our curriculum reflects this Bible Verse. We want the children to grow as Jesus did: physically, socially/emotionally, cognitively and spiritually.

Physical: to increase children's large muscle skills- balancing, running, jumping, throwing and catching - and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.

Cognitive: to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically - sorting, classifying, comparing, counting, and making patterns - and to use materials and their imagination to show what they have learned.

Language: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Social / emotional: to help children develop independence self-confidence, and self-control, follow rules and routines, make friends, and learn what it means to

be a part of a group.

Spiritual: develop a love for God, His Word, a trust in Him, a caring attitude towards others and an appreciation and concern for the world around them.

Curriculum Objectives

Social/Emotional Development

Sense of Self

1. Shows ability to adjust to new situations
2. Demonstrates appropriate trust in adults
3. Recognizes own feelings and manages them appropriately
4. Stands up for rights

Responsibility for Self and Others

5. Demonstrates self-direction and independence
6. Takes responsibility for own well-being
7. Respects and cares for classroom environment and materials
8. Follows classroom routines
9. Follows classroom rules

Pro-social Behavior

10. Plays well with other children
11. Recognizes the feelings of others and responds appropriately
12. Shares and respects the rights of others
13. Uses thinking skills to resolve conflicts

Physical Development

Gross Motor

14. Demonstrates basic loco motor skills (running, jumping, hopping, galloping)
15. Shows balance while moving
16. Climbs up and down
17. Pedals and steers a tricycle (or other wheeled vehicle)
18. Demonstrates throwing, kicking, and catching skills

Fine Motor

19. Controls small muscles
20. Coordinates eye-hand movement
21. Uses tools for writing and drawing

Cognitive Development

Learning and Problem Solving

22. Observes objects and events with curiosity
23. Approaches problems flexibly

24. Shows persistence in approaching tasks
25. Explores cause and effect
26. Applies knowledge or experience to a new context

Logical Thinking

27. Classifies objects
28. Compares/measures
29. Arranges objects in a series
30. Recognizes patterns and can repeat them
31. Shows an awareness of time concepts and sequence
32. Shows awareness of position in space
33. Uses one-to-one correspondence
34. Uses numbers and counting

Representation and Symbolic Thinking

35. Takes on pretend roles and situations
36. Makes believe with objects
37. Makes and interprets representations

Language Development

Listening and Speaking

38. Hears and discriminates the sounds of language
39. Expresses self using words and expanded sentences
40. Understands and follows oral directions
41. Answers questions
42. Asks questions
43. Actively participates in conversations

Reading and Writing

44. Enjoys and values reading
45. Demonstrates understanding of print concepts
46. Demonstrates knowledge of the alphabet
47. Uses emerging reading skills to make meaning from print
48. Comprehends and interprets meaning from books and other texts
49. Understands the purpose of writing
50. Writes letters and words

Spiritual Development

Loving God and Jesus

51. Shows an awareness of God's love for self
52. Expresses love for God and Jesus through simple prayers
53. Expresses love for God and Jesus through songs
54. Enjoys and values Bible stories
55. Retells Bible stories

56. Demonstrates an understanding of God and Jesus being sad when we do things we shouldn't

Loving Others

57. Shows kindness to others
58. Gives to others
59. Enjoys participating in service projects
60. Tells others about God and Jesus

Care for Creation

61. Understands that God created the world
62. Shows care for God's creation

Daily Routines

Morning Greetings

Exploration of Interest Areas

Interest areas are intentionally set up and changed to meet curriculum objectives and built upon children's interests. Children are guided in selecting interest areas. Teachers observe and interact with individual children to extend play and learning. Interest areas offer opportunities for teachers to teach content as children explore materials.

Large Group

The whole class gathers together for songs, music and movement, fingerplays, stories, sharing news, discussing study topics, recording ideas, acting out stories and praying for each other. Children experience being in part of a community.

Small Group

The class breaks up into smaller groups. Each child will have the opportunity to meet with the teacher in a small group to work on an activity meant to introduce or extend and apply learning.

Snack

Outdoor Environment

Lunch

Additionally for ¾ day and full day...

Nap

Wake Up and Snack

Outdoor Environment

Large Group

Exploration of Interest Areas

Storytime

Child Assessments and Conferences

We want to be sure your child is making progress in our program. We are intentional about learning. We will formally complete progress reports twice a year. Conferences may be scheduled as needed by the teacher or parent. Contact the preschool office to schedule a conference. You may also email your child's teacher with simple questions.

Discipline and Conflict Resolution

Our approach to discipline and conflict resolution is based on Biblical principles along with child development techniques. God has instructed us to love one another and respond to each other in a way that requires us to consider the interests of others and with kindness and care.

Using affirming guidance and positive direction, teachers help children understand the limits of appropriate behavior in a classroom setting. Interventions are focused on helping children understand the consequences of their behavior, reminding them of healthy alternatives that please God and redirection. The goal is to have children build self-control and develop autonomy. We do not use scolding, corporal punishment or time-outs.

The goal is to help children develop the skills to be successful social negotiators and to rely on non-violent means of resolving their conflicts. It is important to give children opportunities to problem solve on their own. By jumping in too soon with a solution, we teach children to rely on adult authority rather than their own resourcefulness in solving problems.

If a child's conduct is deemed to be dangerous or harmful to others or to him/herself, the child will be sent home. All attempts will be made to work together with the parents to correct this behavior. In the event that a child's behavior continues to be detrimental or harmful to the welfare of the other children or him/herself, Coast Kids Preschool reserves the right to terminate the child's contract immediately.

State Mandate Regarding Reporting Abuse

As required by the State of California, the director or any other staff member is mandated to report to Children's Protective Services any suspicion of child abuse.

Updates on Guidelines and Protocols

As we receive updates from Community Care Licensing, San Diego County Public Health and CDC regarding the health and safety of the children and staff and the operation of Coast Kids Preschool, we will make adjustments to our guidelines and protocols. We will update you as well. Any new guidelines or protocols will supersede those previously advertised.

Summary

We are excited about our preschool program at Coast Kids Preschool and are confident you will be too. As a staff, we will continually be assessing our effectiveness in all we do and how we do it. We love getting your feedback and use it to make necessary improvements. Again, if you have any questions or comments, feel free to give us a call or stop by the office.

Revised 2/10/2021