

Calvary Chapel Lake Arrowhead

“To know Christ and to make Him known”

ROCK Preschool

Parent

Handbook



101 Grandview Road \* P.O. Box 1210  
Twin Peaks, CA 92391  
(909)-337-2468 ext. 14

Dear Parents/ Caregivers,

Welcome to Calvary Chapel Lake ROCK Childcare. We are excited to become a part of you and your child's journey through the formative preschool years! The year ahead is sure to hold many exciting and interesting events and activities for you and your child. We are delighted to share with you not only fundamentals of your child's education, but also in the foundations of their faith in Christ Jesus.

We have designed this Parent Handbook to give you an overview of the policies and procedures that we will follow, information about our program and our approach to planning educational experiences for children. As stated in our philosophy, it is our goal to provide your child with a warm, supportive, nurturing and safe environment that supports their physical, academic and spiritual development. According to the most current research, children learn through active involvement with their environment. Through this process children construct their knowledge of the world in terms that they can understand. During the early childhood years, an integral portion of education is a child's ability to gain knowledge of a social world and develop strategies for interacting with peers and adults. The activities planned for the upcoming year are designed to provide a developmentally rich environment in which your child can grow and learn at their individual pace.

It is our great privilege to welcome you and your child to Calvary Chapel Pre-school. We are committed to building a relationship with you and your child, and serving you through Christ Jesus with love, compassion and understanding. If you have any questions, comments, concerns or suggestions please feel free to contact me. Working together as a team we can be sure to provide your child with a positive learning experience at "school," for your child and you.

Sincerely,

Sandy Greene  
Program Director

(5/16)

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## **Mission Statement**

The Calvary Chapel Lake Arrowhead Christian Preschool's mission is to provide children with a Christian, nurturing environment, which supports their spiritual, academic and physical development. It is our mission to provide preschool children with a solid foundation upon which they will grow into disciples of Jesus Christ, achieve academic excellence and become a positive influence on the world around them.

## **Program Philosophy**

The philosophy of Calvary Chapel Preschool is based on the desire to see children grow in excellence into the calling that God has placed on their lives. Children learn and grow best in a warm, supportive, nurturing, safe environment in which individual differences are valued. God has created each child uniquely. In his Word we are called His workmanship, or work of art. It is our goal to promote each child's unique giftedness through providing a rich environment, where he or she can be involved and explore learning in terms that they can understand.

Children learn and develop at differing rates. The curriculum and environment of the classroom is designed to cater to children's differing needs, capabilities and development. A wide range of classroom activities are planned to support each child's physical, social, emotional, cognitive and creative development. The majority of classroom activities will focus on the process and not the product. The activities are designed to be open ended and exploratory in order to aid children in reaching their highest potential of learning.

It is our goal to foster self-learning, decision-making, and responsibility in children. We believe that the most effective way to meet each child's needs and giftedness is to have open communication between school and home, and to work as a team to promote God's gifts and talents in your child.

## **Facilities and Programs**

### Location

The Calvary Chapel Lake Arrowhead Preschool is located on the grounds of the Calvary Chapel Lake Arrowhead Church. The preschool is housed in a separate building designated for children who are between 24 months through five years of age. The hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday. We are a year round school. The main office telephone number is (909) 337-2468 ext. 14; the fax number is (909) 337-9656, and website is [www.cclaca.com](http://www.cclaca.com).

### Pre-School Classrooms

The Calvary Chapel Lake Arrowhead Pre-School has two classrooms. Both classrooms are spacious and designed to accommodate up to 38 children combined. For this reason, the program offers a morning and afternoon session to meet the needs of as many children as possible. The classrooms are equipped with a variety of furniture and manipulatives that provide opportunity to enhance your child's development and provide a means for completing daily activities.

The two classrooms are utilized to separate our age groups so that the curriculum can be as developmentally appropriate as possible. The 2's and 3's are in Classroom A, while our 4's and 5's are in Classroom B. Classroom A is located on the bottom floor of the main church office building. Classroom B is located on the bottom level of the classrooms adjacent to the lower parking lot. We will be separating our children into these two classrooms by age whenever possible. However, we reserve the right to combine classrooms whenever situations and ratios warrant.

The classroom operates on a daily schedule that will remain routine with consistent times for activities such as: Circle Time, Snack Time, Activity Time, Free Play, Outside Play, Lunch Time and Nap Time. These times are designed to be consistent to provide your child sense of security and expectation during their school days. The daily schedule will be posted near the sign-in book of the classroom. Additionally, the teacher will post a weekly lesson plan that outlines the daily curriculum and learning activities.

### Out-Door Play Area

Two fenced outdoor play areas are located on our campus. The first is located about 30 yards north of the classroom. Children will be escorted by teachers to the playground and supervised at all times. The area is covered in wood chips and equipped with climbing equipment, swings and slides to facilitate the development of children's motor skills. The playground also provides an area shaded by trees for children to utilize for resting or playing under during warm days.

Our second playground is a natural play space that constitutes our outdoor classroom. We use this area to support the children's development through the use of natural resources. We have a gardening area, a mud kitchen, a water wall and many other exciting resources for our children to explore.

### Other Programs On Campus

Also, on the grounds of Calvary Chapel Lake Arrowhead is The R.O.C.K. Child Care Program. This center is partnered with Calvary Chapel Preschool. The R.O.C.K. cares for children ages 5 to 13. The rock is open before and after school, and full time on holiday breaks and during summer.

Since the R.O.C.K. program and the preschool are partners the two programs come together for two hours each day. The children at the R.O.C.K. and the children at the preschool are cared for together from 6am to 7am and from 5pm to 6pm. This provides our children with the rich experience of being able to interact with children of various ages and promotes healthy social development.

## **Parent Communication & Involvement**

- The primary goal of the Calvary Chapel Lake Arrowhead Preschool is to maintain close communication between home and school.
- An Open House is scheduled in the Fall to introduce parents/guardians to the program and facility and the classroom teachers.

- The classroom teacher will maintain contact with parents through notes, phone conversations, monthly newsletter, classroom activities bulletin board, and parent/teacher conferences.
- Individual conferences are scheduled twice annually for students. Parents may request a conference at any time. Should the classroom teacher have a concern or question about your child, they will request a meeting with you.
- Calvary Chapel Preschool has an open door policy. Please feel free to visit the program at any time. Please keep in mind, however, that we have a rest time for the children from 1:30 p.m.-3:00 p.m. *If you would like to volunteer at any time simply call the classroom teachers or main office in advance to let us know you'll be visiting.*
- Although we actively seek parent participation, we ask you to keep in mind that one of the primary purposes of any preschool program is to ease the child's transition from home to school. If your child would be upset by your presence in the classroom, we will happily work with you to find alternative ways to volunteer. Other involvement options might include helping our teachers outside of class with preparations for activities, helping in the planning of family events and activities and/or joining our Parent Council.

## **Enrollment Procedures**

To begin the enrollment process, a parent or caregiver must complete and return an application. Please contact the Preschool for deadline information.

### **\*Enrollment requirements**

Prior to admission the following items must be completed.

- ⇒ Physical Exam (no more than 1 year old from start date)
- ⇒ The Preschool Director must review this form prior to attendance.
- ⇒ T.B. Test (no more than one year old from start date)

- ⇒ Immunization records
- ⇒ An Emergency Card must be filled out, and updated as necessary
- ⇒ A CCLAP Admission Agreement form and Admission Contract
- ⇒ A CCLAP Parent Permission form as needed for emergencies, photographing, etc.

**After Admission to the program your child needs:**

A change of clothes, in a zip-lock bag labeled with his/her name on it.

(Please remember to pack clothing appropriate with weather changes)

A small pillow and blanket wrapped in a tall kitchen trash bag w/child's name labeled on the outside of the bag.

(Blankets must be taken home weekly by parents for washing)

**Hours of Operation & Food Service**

Calvary Chapel is open from 6:00 a.m. to 6:00 p.m. During these times we offer a morning and afternoon session to accommodate the unique needs of parents. The morning session is held from 6:00 a.m. to 12:30 p.m. The afternoon session is held from 12:30 p.m. to 6:00 p.m. Children may be enrolled in both sessions if this will accommodate the needs of the parent. Both the morning and afternoon sessions will allow for academic learning time (circle time), free choice time, outdoor playtime, snack time and lunchtime. \*Parents who would like their children to participate in lunch (from 12:00-12:30) must provide their child with a packed lunch. All children who are at the preschool during the hour of 12:00 to 12:30 must have a lunch brought from home. If the child does not come with a lunch it is the parent's responsibility to pick their child up before 12:00 p.m., or drop them off after 12:30 p.m. The Calvary Chapel Preschool will provide a nutritious snack at 10:30 a.m. and 3:30 p.m.





**We will be closed on the following holidays:**

New Year's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the day after, and Christmas Eve Day Christmas Day.

**Snow Day Policy**

In the event of a Rim of the World School District snow day we will do our best to be open and provide care for your child. If the road conditions are unsafe we will be closed, and we will contact you no later than 6:00 a.m.

**Power Outages**

In the event of a power outage we will contact parents. If we feel that it is getting too cold we may ask that parents come pick children up; however, we will remain open.

**Evacuation Plans**

In the event that we have a need to evacuate the facility due to Earthquake or Fire we will follow the evacuation plan posted in your child's classroom. Our two relocation centers are as follows:

In the event that we have to evacuate the facility, but not the mountain we will take the students to: Grandview Elementary School  
180 Grandview Rd.

Twin Peaks Ca. 92391

In the event that we have to evacuate and transport the students off the mountain we will take them to: Calvary Chapel San Bernardino  
1499 E Baseline St.  
San Bernardino, Ca. 92410

### **\*Tuition and Payments**

The tuition rates of Calvary Chapel Lake Arrowhead Preschool are established by the Calvary Chapel Preschool Board. These fees are established to maintain the quality of the program and to be comparable with local early childhood programs.

- ⇒ A contract with hours and fees must be established before a child's attendance in the program.
  - ⇒ The full contract amount must be paid regardless of absence.
  - ⇒ No credits will be given, but we can switch days if our schedule allows
- All fees must be paid upfront by the 10<sup>th</sup> of each Month.

**\*A five day grace period will be offered until the 15th and a \$25.00 late fee assessed after the 15th.**

- ⇒ In order to terminate a contract parents must provide a two-week notice.

### **Health and Illness Policy**

Parents are encouraged to monitor their child's health on a daily basis. Keep in mind that if you send your child to preschool when they are sick, they may potentially infect other children and our staff.

If your child exhibits the following symptoms, please do not send them to class:

- ⇒ Unusual or unexplained rash, especially on uncovered parts of the body and/or child is scratching it.
- ⇒ Vomiting
- ⇒ Diarrhea (2 or more instances in a short period of time).
- ⇒ Temperature of 100 degrees or more accompanied by any of the following: tiredness, coughing, lack of appetite, rash, extreme irritability, or inability to participate in activities.
- ⇒ Red eyes that exhibit swelling and discharge.

-If they exhibit these symptoms during the day, we will call you and ask you to come pick them up. Please plan alternate care for your child until they have been symptom free for 24 hours.

### **Prescription Medications**

Any prescription medications must arrive in their original container, with your child's name, the instructions for administration, along with a prescription date within the last 30 days. Over the counter medications must also be in the original container and **accompanied by a doctor's note outlining what the medication is for as well as administration directions.** When you bring these in you must fill out a **"Medication Administration Form"** and sign it. Please notify us of any allergies your child has so that we can ensure their safety in all situations. If they require an Epi-Pen, please bring one properly labeled as outlined above, that we can keep on site.

👏 In the event of a medical emergency, every effort will be made to contact Parent/Caregivers. However it is vital that we have an emergency release form on file for every child enrolled in the preschool. This way if we are unable to reach you or have to act quickly for the health and safety of the child, we have the appropriate paperwork.

👏 For small injuries or accidents, an "Incident Form" will be filled out by your child's teacher and placed in the sign-in book for you to sign when picking up your child from the preschool.

### **Rest Time & Nutrition**

Every child in attendance in the afternoon will participate in a rest time. We play soft music, rub backs and read stories. Your child does not have to fall asleep, but will be encouraged to rest quietly while their friends sleep. This will help your child recharge for the afternoon activities!

- 🌟 We will follow the Child and Adult Care Food and Nutrition Program guidelines for all our snacks provided.
- 🌟 Please remember that your child must bring a packed breakfast when attending the full morning session and a packed lunch when in attendance from 12:00 p.m. to 12:30 p.m.

- ☀️ We will serve a morning snack and afternoon snack. Weekly Menus will be posted in the classroom.
- ☀️ Children will be encouraged (but not forced) to try all foods.
- ☀️ If your child wants to bring in birthday or holiday treats, please coordinate these with your child's teacher.
- ☀️ If your child has an allergy, we will provide alternative menu items to meet these needs. However, if they have multiple allergies providing a very specialized diet, we may ask for some assistance from you.
- ☀️ If your child cannot drink cow's milk, we will ask that you bring a commercial container of their milk to the center - this will be labeled and kept appropriately stored.

## Clothing

Your children will participate in hands-on discovery activities on a daily basis. This could include paint, sand, mud, etc. Children are also prone to accidents -spilling milk or juice, falling into puddles, messy things! Please dress your child in clothing that can get "messy."

- ☀️ Please send a change of clothing so that when this occurs, they can change into something comfortable.
- ☀️ Please keep these activities in mind when helping your child dress for the day. Send them in play clothes that they can wear without worrying about messes, and shoes that will allow them to run, jump and turn somersaults.
- ☀️ We will go out daily unless it is much too warm, or much too cold. So please remember jackets, boots and mittens when appropriate.
- ☀️ Children need to wear closed toe shoes. No flip-flops. 😊
- ☀️ All children are required to provide a helmet with their name on it to be kept at the school for use with our tricycles and riding equipment

## **Toilet Training**

We require that children attending the preschool be developmentally ready to be trained. We will work with you to help your child achieve this important goal as long as you are working on it at home. Please keep these things in mind for children who are newly potty trained:

⇒ Remember that elastic wadded clothing allows your child more independence as well as speed!

⇒ Soiled clothing will be sent home in a clearly labeled bag. Our staff will not wash clothing.

## **Discipline Policy**

The goal of any necessary "discipline" or guidance at CCLAP is to promote life long self-control and self-discipline in children. We want children to learn to make appropriate choices by themselves and not rely on adults to control their behavior for them.

In accordance with our goals for discipline, we utilize supportive and fair discipline techniques that help children acknowledge their behavior, make choices about the solution and be responsible for the consequences.

At no time will any physical discipline techniques be used to discipline. We do not use time outs or thinking time as we realize that these procedures do not help a child develop the self-control or empathy that is crucial to their life long success and happiness. We use a technique called "natural consequences". For example, if a child is defiant about wearing a jacket outside on a cold day, he/she will not be forced to do so. The teacher will let the child make this choice and then carry the child's jacket outside "just in case". When the child gets cold, we will bring the jacket to the child and give them the opportunity to choose to put it on. We will remind the child that when it is cold outside jackets keep us warm, give them a smile and a hug, compliment their good decision and send them off to play.

## **Termination of Care Policies**

👐 Please understand that if your child's physical or emotional needs cannot be met by the program, and/or if your child inflicts bodily harm on another teacher or student, they may be expelled from the program. We will make every effort to work with your child and meet their needs. However, we must protect the health and safety of all of the children present in the program.

We make every effort to work with our families and love them as well as their children. However, for reasons of safety and integrity we must adhere to the following polices:

✎ Additional reasons that we may have to expel a child include but are not limited to:

- Failure to pay - Tuition that is 60 days late will automatically result in the removal of the child from the program
  - Routine late pick up
  - Failure to complete required forms
  - Lack of parental cooperation
- Failure of the child to adjust after a reasonable amount of time
  - Physical or verbal abuse of any person on the property
    - Lack of compliance with Handbook regulations
    - Serious illness of child

## **Arrival and Departure Procedures**

**Arrival:** Arrival time for both the morning and full day sessions is 6:00 a.m., for children who attend the afternoon session arrival is at 12:30 p.m. Each child must be accompanied into the building by a parent/guardian or authorized adult. Each child must be signed in upon entering the classroom and the parent must make direct contact with the teacher. Signing in and out is important for the purposes of attendance, safety, and communication. To ensure that your child's belongings stay together, be sure to label all clothing, backpacks, etc. and place them in the child's cubby during their time of arrival.

**Departure:** Each child must be accompanied out of the preschool classroom by a parent/guardian or authorized adult and signed out on a daily attendance log in the office. Any adult other than a parent or guardian that wishes to pick up a child must be listed on the child's emergency card, be 18 years or older and have a valid picture I.D. Staff will check for these requirements before the departure of your child. The morning preschool session ends promptly at 12:30 p.m., while the full day session and afternoon session conclude at 6:00 p.m. Parents are expected to pick up their children on time. All children must be signed out with a full signature and the time of departure labeled.

**\*Late Pick-Up Policy-**

The preschool closes at 6:00 p.m. Children are expected to be picked up at their contracted time. For every minute that a child is picked up late a \$1.00 fee will be accrued. This means if you are eleven minutes late to pick up your child an \$11.00 fee will be added to your tuition. Parents are responsible to synchronize their watches with the preschool clock. **There is no grace period at the time of close.** If a child is picked-up late more than three times their contract may be terminated.

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☺Please be sure to keep all of your CCLAP contracts, receipts, and contact information for your reference and records.☺

*Calvary Chapel Lake Arrowhead Preschool*  
Contact Sheet

**Calvary Chapel Lake Arrowhead**

101 Grandview Rd. ☆ P. O. Box 1210

Twin Peaks, Ca. 92391

[www.cclaca.com](http://www.cclaca.com)

**(909) 337-2468** Classroom: Ext.26, Office: Ext.14