

Calvary Chapel Lake
Arrowhead
ROCK

"To know Christ and to make Him
known"

Infant & Toddler
Program

Parent
Handbook

101 Grandview Rd. ☆ P. O. Box 1210
Twin Peaks, Ca. 92391
909-337-2468 ext. 14



Dear Parents/ Caregivers,

Welcome to Calvary Chapel Lake Arrowhead Infant and Toddler Care Program. We are excited to become a part of you and your child's journey through the formative early learning 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 ROCK Infant and Toddler Care Program. 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 a positive learning experience for both you and your child.

Sincerely,

Sandy Greene, Program Director
(4/16)

Table of Contents

Mission Statement.....	4
Program Philosophy.....	4
Facilities and Programs.....	5
Location	
Infant/Toddler Classroom	
Outdoor Play Area	
Parent Communication and Involvement.....	6
Enrollment Procedures.....	7
Hours of Operation & Food Service.....	8
Holidays	
Snow Day Policy	
Evacuation Plan	
Tuition and Payments.....	10
Health and Illness	
Policy.....	11
Medication Policy	
Medical Emergency Policy	
Rest Time & Nutrition.....	12
Clothing.....	13
Toilet Training.....	13
Discipline Policy.....	14
Termination of Care	14
Arrival and Departure.....	15
Contact Sheet.....	16

Mission Statement

The Calvary Chapel Lake Arrowhead ROCK Infant and Toddler Program's mission is to provide children with a Christian, nurturing environment, which supports their spiritual, cognitive and physical development. It is our goal to provide an early learning experience with a solid foundation upon which they will grow into disciples of Jesus Christ. They will achieve secure, trusting, emotional attachments with their caregivers as we show them the heart of Our Lord.

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 of their development and not the product of their work. 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 Infant and Toddler Program is located on the grounds of the Calvary Chapel Lake Arrowhead Church. The program is housed in a separate building designated for children who are 6 weeks through 24 months of age. The hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday. The main office telephone number is (909) 337-2468 ext. 14; the fax number is (909) 337-9656, and website is www.therockchildcare.com.

Infant and Toddler Classroom

The Calvary Chapel Lake Arrowhead Infant and Toddler Program has a spacious classroom designed to accommodate 6 infants and toddlers. This room is designed to meet the socio-emotional, cognitive and physical needs of the children in the program. For this reason, we have sectioned the room to include a napping area that allows the children to be monitored from any angle of the room. The classroom is 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 classroom is located on the bottom level of the classrooms adjacent to the lower parking lot. There are several convenient parking spaces adjacent to the door. This location allows us the flexibility to take the children outside for walks as there are ramps available that give us access to the entire campus.

The classroom operates on a daily schedule that will remain routine with consistent times for activities such as: Circle Time, Music and Movement Time, Activity Time, Free Play, Outside Play, Feeding 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

A fenced outdoor play area is located approximately 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 many sensory experiences to add to your child's development. Swings and slides are available to facilitate the development of children's motor skills when they are ready. The playground also provides an area shaded by trees for children to utilize for resting or playing under during warm days.

Other Programs On Campus

Also, on the grounds of Calvary Chapel Lake Arrowhead is The ROCK Preschool and The R.O.C.K. School Aged Program. This center is partnered with Calvary Chapel Infant and Toddler Program. The R.O.C.K. cares for children ages 2 to 13. The ROCK School Aged Program 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.

school aged program and the children at the preschool are cared for together from 6am to 8am 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

- o The primary goal of the Calvary Chapel Lake Arrowhead Infant and Toddler Program is to maintain close communication between home and school.

At the start of enrollment, and every subsequent three months you will be provided with an Infant/Toddler Needs and Services plan. We ask that you fill it out promptly. We will keep this plan on file and use it as we provide the best care possible for your child.

- o The classroom teacher will maintain contact with parents through daily activity reports, phone conversations, monthly newsletter, classroom activities bulletin board, and parent/teacher conferences.
- o Individual conferences are scheduled twice annually for children. 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.
- o Calvary Chapel Infant Care Program has an open door policy. Please feel free to visit the program at any time. 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.

- o 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.

Enrollment Procedures

To begin the enrollment process, a parent or caregiver must complete and return an application. Please contact the office 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 Pre-school 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)

Items necessary for diapering or toilet training (including wipes, and diapers or pull ups)

Bottles labeled with your child's name

A pack-n-play that will be left at school for napping

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, feeding time and nap time.

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, Christmas Eve and Christmas Day. If a holiday falls on a Saturday, we will close the Friday before. If a holiday falls on a Sunday, we will close the Monday after.

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 Parking Lot

Grandview Rd. 180
Peaks Ca. 92391 Twin

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 10th 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 school:

- ⇒ 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 "Accident 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, read stories and provide a cool, quiet place for children to sleep. This is an important bonding

time for your child and their caregiver and helps them recharge for the rest of the day's 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 formula or breast milk that we will keep labeled and stored to be kept for their sole use. When your child transitions to solid food, that will also be kept labeled for their sole use.
- ✿ 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.

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. 😊

Toilet Training

We require that children attending the infant and toddler program be developmentally ready before we begin potty training. We ask that the family be working on potty training at home before we begin at school so that we may all be working together in order to make this a successful experience for the child. 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 CCLAITP 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. The philosophy of our program is to always use natural consequences as discipline when needed. These techniques include redirection, help with messes, attention to a friend who has been hurt, etc. They are all intended to help the child learn to make positive choices when given another chance.

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 policies:

👏 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 building by a parent/guardian or authorized adult and signed out on a daily attendance log. 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 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.

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