



LOVING JESUS IN FRONT OF KIDS

LOVING KIDS IN FRONT OF JESUS

PARENT HANDBOOK 2019-2020

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14(NIV)

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Welcome To New Life Preschool

Dear Parents, Grandparents, and Guardians,

The New Life Preschool staff would like to welcome all Students, Parents, Grandparents, and Guardians. The Preschool Staff is committed to providing students with a quality program where children are encouraged to develop spiritually, socially, emotionally, physically, and academically. All of us at New Life Preschool welcome your interest and involvement in our program.

The purpose of this handbook is to provide you with general information about the Preschool. Parents, Grandparents, and Guardians are welcome to visit classes and to provide any voluntary service to the school. We welcome you to New Life Preschool and look forward to a great year with your children.

Grace & Peace,

Courtney Crosson,
Preschool Director

Our Mission

To impact children and their families for Christ by loving God in front of children and loving children in front of God.

Our Vision

At New Life Preschool we acknowledge the importance of a child's developmental years. We strive to provide a quality program by teaching children about Jesus and how much He loves them. Our primary goal is to partner with parents in teaching their children in the areas of spiritual, emotional, social, physical, and academic development while introducing such virtues as respect, responsibility, cooperation, patience, obedience, and self-control.

Our Values

Our values are to:

- Embrace and encourage families as we partner together in planning the steps of their child's Christian early childhood education.
- Build a solid Christ-Centered foundation by offering opportunities for learning age-appropriate bible stories, songs of praise, and prayer.
- Teach children who Jesus is, that He loves them and has a plan for their lives so that they will be able to create that love with their family, school, and community.
- Present learning in a way that will stimulate a child's curiosity by intentionally providing materials that are fun, exciting, and new.
- Through observation and assessment, create a child-targeted curriculum based on our knowledge of how children learn in order to ensure that every child is successful.
- Provide a gifted, caring, and loving Christian staff that are educated in child development and qualified to work with toddlers and preschool age children through the California Department of Social Services.
- Provide the safest most secure environment by maintaining visibility of the children at all times, assessing the environment and toys daily, and screen all teaching staff, volunteers, and visitors.

Our Preschool Program

At New Life Preschool, we believe that all children learn by being active participants who explore, experiment, and inquire. During play, all children are free to experiment, attempt, and try out possibilities, enabling them to reach above and beyond their usual level of abilities. Play offers all children opportunities to master their environment. When children play, they are in command; they use their imagination and power of choice to determine the conditions of play. In an environment where all children are allowed to discover independently at their own pace and in their own unique way they are more likely to become enthusiastic, inquisitive learners.

Our environments are set up with areas to learn through blocks, language & literacy, creative art, dramatic play, math, sensory, and science. We use “Group Time” to explore areas such as the Bible, songs and finger play, calendar, shapes, numbers, colors and phonics. An activity is planned each day to reinforce either our weekly theme, Bible story, or to demonstrate developmental growth.

Our Bible curriculum is called Route 52: 52 weeks of learning about Bible Stories & Bible People. The weekly Bible story is taught in the classroom during Jesus Time as well as our weekly chapel with either our teachers or guest ministry leaders. Activities are also included to reinforce the stories.

Hours of Operation

New Life Preschool is in operation between the hours of 7:30am-5:30pm, Monday through Friday, year-round. We observe the following holidays:

January***	New Years Day, Martin Luther King Jr. Birthday
February	Presidents Day
March or April***	Good Friday (we close at noon),
May***	Memorial Day
June**	<u>Two</u> and <u>one-half</u> teacher-in-service days
July	Independence Day
August**	<u>Three</u> teacher-in-service days
September	Labor Day
October***	Staff Development (close at 3pm)
November	Veterans Day, Thanksgiving and the day after
December*/***	Christmas Day and the day after

*One floating holiday

**Five and one-half days total for teacher-in-service planning

***Preschool will close at 3:00pm approximately seven Friday's a year for staff development.

Admissions

New Life Preschool admits students 2 - 5 years of age, of any race, color, faith, national or ethnic origin, as well as children with varying abilities, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Enrollment priority is given to students who have attended the prior academic school year without termination (this includes summer), siblings of students who currently attend, and then students on our Waiting List. Enrollment is based upon the Lucia Mar Unified School District entry dates, for example:

- Two years old between September 1, 2018 and August 15, 2019 – 2 year old Class
- Three years old between September 1, 2018 and August 31, 2019 – Preschool Class
- Four years old between September 1, 2018 and August 31, 2019 – Pre-K Class

Your child will be admitted to New Life Preschool after completing all of the necessary forms (available online at www.newlifepreschool.com) along with a copy of your child's immunization record and Physicians Report, which may be obtained from the pediatrician. We ask that you attend at least one interview with the Preschool Assistant Director where the Admissions Policy will be reviewed and signed by the parents or guardian and the preschool assistant director, at which time a starting date will be determined. Schedule changes may be made with the assistant director by amending the Admission Policy but must be made prior to the start of the new month. Schedule changes and tuition adjustments will only be made at the first of the month.

Tuition and Registration

A registration fee of \$150 is due upon the receipt of the first invoice and is non-refundable unless we are unable to accept your child. The registration fee is re-billed every July thereafter for as long as your child attends the preschool, with the registration fee being prorated after July for new families. Parents are responsible to pay in full each month; tuition is due on the first of each month for the month of service. If your child cannot attend school, you are still responsible for the full month's tuition. See Admission Policy for a complete list of fees.

Preschool Staff

When choosing our teachers, New Life Preschool looks for those who have the ability and desire to help and care for young children. It is our policy to hire dedicated Christians who have a sincere love for Jesus Christ and will pass that love onto the children. All of our teachers are fully qualified by the State of California and have completed Early Childhood Education units or possess a degree or child development permit.

Daily Schedule

7:30-8:30am	Creative Play at Centers-Free Art (Room 2)
8:30-8:45am	Story Time (Room 2)
8:45-9:30am	Choice Play (Individual classes)
9:30-9:45am	Group Time (One) <ul style="list-style-type: none">▪ Bible Story▪ Chapel
9:45-10:00am	Hand Washing/Snack

Rooms 4/5 and 6 (3 yr old classes)

10:00-11:00am	Outside Play
11:00-12:00am	Group Time This may include: <ul style="list-style-type: none">▪ Alphabet/Phonics, Numbers, Colors, and Shapes▪ Calendar and Weather▪ Language and Literacy▪ Music and Movement▪ Social Development (Sharing) Activity Time This may include: <ul style="list-style-type: none">▪ Fine Motor Development▪ Language Development▪ Math Development▪ Science & Art▪ Social Development

Rooms 7 and 8 (Pre-K classes)

10:00-11:00am	Group Time This may include: <ul style="list-style-type: none">▪ Alphabet/Phonics, Numbers, Colors, and Shapes▪ Calendar and Weather▪ Language and Literacy▪ Music and Movement▪ Social Development (Sharing) Activity Time This may include:
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- Fine Motor Development
- Language Development
- Math Development
- Science & Art

11:00-12:00	Outside Play
12:00-12:30	Hand Washing/Lunch
12:30-3:00pm	Naptime or Rest time with Quiet play
3:00-3:30pm	Hand Washing/Snack
3:30-4:15pm	Outside Play
4:15-5:30pm	Group Time/Activity/Free Play (Rooms 1 & 2)

Expected Outcomes for Preschool

The aim of New Life Preschool is to prepare children spiritually, socially, emotionally, cognitively, and physically. We believe that children learn at different stages; therefore, we will assess their progress throughout the year using the following criteria established by the California Preschool Learning Foundations.

SPIRITUAL DEVELOPMENT

- Child will develop an increased understanding about why we praise God for creating us special, how to show love to others, and be a good worker. (Unit 1: Learning that I am special)
- Child will learn to trust God when afraid and to worship God with songs and prayers. (Unit 2: Learning to trust God)
- Child will learn to pray before making decisions and how to ask God for help to do what's right. (Unit 3: Learning to do what is right)
- Child will learn how they can be brave when they are afraid. (Unit 4: Learning to be brave)
- Child will learn that they can choose to pray anytime and anywhere. (Unit 5: Learning to pray always)
- Child will choose to listen to and obey God. (Unit 6: Learning to obey God)
- Child will learn how to show love for Jesus and others. (Unit 7: Learning to love)
- Child will learn to tell others about the happiness God gives. (Unit 8: Learning to be happy)
- Child will learn why we say thank you to God. (Unit 9: Learning to be thankful)
- Child will learn to share joyfully with others. (Unit 10: Learning to share)

- Child will develop an increased understanding of the importance of being helpful to family, friends, and others. (Unit 11: Learning to help others)
- Child will learn to make the right choices. (Unit 12: Learning to follow Jesus)
- Child will develop the ability to tell others about Jesus, and to choose to worship Jesus. (Unit 13: Learning to worship Jesus)

APPROACHES TO LEARNING SELF-REGULATION

- Child develops the capacity to pay attention to people, things, or the environments when interacting with others or exploring play materials. (ATL-REG 1: Attention maintenance)
- Child develops the capacity to comfort or soothe self in response to distress from internal or external stimulation. (ALT-REG 2: Self-comforting)
- Child explores the environment in increasingly focused ways to learn about people, things, materials, and events. (ALT-REG 3: Curiosity and initiative in learning)
- Child increasingly develops strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time. (ALT-REG 4: Self-control of feelings and behaviors)
- Child increasingly persists in understanding or mastering activities, even if they are challenging or difficult. (ATL-REG F: Engagement and persistence)
- Child develops the capacity to share the use of space and materials with others. (ATL-REG 6: Shared use of space and materials)

SOCIAL AND EMOTIONAL DEVELOPMENT

- Child shows increasing awareness of self as distinct from and also related to others. (SED 1: Identity of self in relation to others)
- Child shows developing understanding of people's behaviors, feelings, thoughts, and individual characteristics. (SED 2: Social and emotional understanding)
- Child develops close relationships with one or more familiar adults (including family members) and interacts in an increasingly competent and cooperative manner with familiar adults. (SED 3: Relationships and social interactions with familiar adults)
- Child becomes increasingly competent and cooperative in interactions with peers and develops friendships with several peers. (SED 4: Relationships and social interactions with peers)
- Child develops the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others. (SED 5: Symbolic and socio-dramatic play)

LANGUAGE AND LITERACY DEVELOPMENT

- Child understands increasingly complex communication and language. (LLD 1: Understanding of language (Receptive))
- Child communicates or acts in response to language and responds to increasingly complex language. (LLD 2: Responsiveness to language)
- Child's communication develops from nonverbal communication to using language with increasingly complex words and sentences. (LLD 3: Communication and use of language (Expressive))

- Child engages in back-and-forth communication that develops into increasingly extended conversations. (LLD 4: Reciprocal communication and conversation)
- Child shows interest in books, songs, rhymes, stories, and other literacy activities in increasingly complex ways. (LLD 5: Interest in literacy)
- Child develops capacity to understand details and ideas from age-appropriate text presented by adults. (LLD 6: Comprehension of age-appropriate text)
- Child shows an increasing understanding of the conventions and physical organization of print material and that print carries meaning. (LLD 7: Concepts about print)
- Child shows increasing awareness of the sounds (elements) that make up language, including the ability to manipulate them in language. (LLD 8: Phonological awareness)
- Child shows increasing awareness of letters in the environment and their relationship to sound, including understanding that letters make up words. (LLD 9: Letter and word knowledge)
- Child shows increasing ability to write using scribbles, marks, drawings, letters, characters, or words to represent meaning. (LLD 10: Emergent writing)

ENGLISH LANGUAGE DEVELOPMENT

- Child shows increasing progress toward fluency in understanding English. (ELD 1: Comprehension of English (Receptive English))
- Child will progress toward fluency in speaking English. (ELD 2: Self-expression in English (Expressive English))
- Child shows an increasing understanding of a response to books, stories, songs, and poems presented in English. (ELD 3: Understanding and response to English literacy activities)
- Child shows an increasing understanding that print in English carries meaning. (ELD 4: Symbol, letter, and print knowledge in English)

COGNITION, INCLUDING MATH AND SCIENCE

- Child increasingly shows understanding of how objects move in space or fit in different spaces. (COG 1: Spatial relationships)
- Child mirrors, repeats, and practices the actions or words of others in increasingly complex ways. (COG 2: Imitation)
- Child demonstrates an increasing ability to observe, anticipate, and reason about the relationship between cause and effect. (COG 3: Cause and Effect)
- Child shows an increasing ability to compare, match, and sort objects into groups according to their attributes. (COG 4: Classification)
- Child shows developing understanding of number and quantity. (COG 5: Number Sense and quantity)
- Child shows increasing ability to add and subtract small quantities of objects. (COG 6: Number sense of math operations)
- Child shows an increasing understanding of measurable properties such as size, length, weight, and capacity (volume), and how to quantify those properties. (COG 7: Measurement)

- Child shows an increasing ability to recognize, reproduce, and create patterns of varying complexity. (COG 8: Patterning)
- Child shows an increasing knowledge of shapes and their characteristics. (COG 9: Shapes)
- Child *observes* and *investigates* objects (living and nonliving things) and events in the environment and becomes increasingly sophisticated in pursuing knowledge about them. (COG: 10 Inquiry through observation and investigation)
- Child develops the capacity to describe and record *observations* and *investigations* about objects (living and nonliving things) and events, and to share ideas and explanations with others. (COG 11: Documentation and communication of inquiry)
- Child develops the capacity to understand objects (living and nonliving things) and events in the natural world, including how they change and their characteristics. (COG 12: Knowledge of the natural world)

PHYSICAL DEVELOPMENT-HEALTH

- Child moves body and interacts with the environment, demonstrating increasing awareness of own physical effort, body awareness, spatial awareness, and directional awareness. (PD-HLTH 1: Perceptual-motor skills and movement concepts)
- Child shows increasing proficiency in fundamental *locomotor* skills (e.g., rolling, crawling, cruising, walking, running, jumping, galloping). (PD-HLTH 2: Gross locomotor movement skills)
- Child shows increasing proficiency in gross motor *manipulative skills* (e.g., reaching, kicking, grasping, throwing, and catching). (PD-HLTH 3: Gross motor manipulative skills)
- Child demonstrates increasing precision, strength, coordination, and efficiency when using muscles of the hand for play and functional tasks. (PD-HLTH 4: Fine motor manipulative skills)
- Child shows awareness of safety and increasingly demonstrates knowledge of safety skills when participating in daily activities. (PD-HLTH 5: Safety)
- Child increasingly responds to and initiates personal care routines that support hygiene. (PD-HLTH 6: Personal care routines: Hygiene)
- Child responds to feeding and feeds self with increasing proficiency. (PD-HLTH 7: Personal care routines: Self-feeding)
- Child develops and refines ability to dress self. (PD-HLTH 8: Personal care routines: Dressing)
- Child engages in physical activities with increasing endurance and intensity. (PD-HLTH 9: Active physical play)
- Child demonstrates increasing knowledge about nutrition and healthful food choices. (PD-HLTH10: Nutrition)

HISTORY-SOCIAL SCIENCE

- Child increasingly communicates or demonstrates awareness about past and future events and relates them to present activity. (HSS 1: Sense of time)
- Child demonstrates increasing awareness of the characteristics of physical environments and connections among their attributes, including the people and activities in them. (HSS 2: Sense of place)
- Child develops an awareness of and concern for the natural world and human influences on it. (HSS 3: Ecology)
- Child shows increasing understanding of the needs of other children and is increasingly able to consider alternatives and to negotiate constructively in conflict situations. (HSS 4: Conflict negotiation)
- Child develops skills as a responsible group member in an early education setting, acting in a fair and socially acceptable manner and regulating behavior according to group expectations. (HSS 5: Responsible conduct as a group member)

VISUAL AND PERFORMING ARTS

- Child engages, develops skills, and expresses self with increasing creativity, complexity, and depth through two-dimensional and three-dimensional visual art. (VPA 1: Visual art)
- Child expresses and creates by making musical sounds, with increasing intentionality and complexity. (VPA 2: Music)
- Child increases engagement, skill development, and creative expression in drama. (VPA 3: Drama)
- Child develops capacity to respond, express, and create through movement in dance. (VPA 4: Dance)

Snacks and Meals

Children should eat a solid breakfast before arriving in the morning. For our morning snack at approximately 10:00am, a snack calendar will be produced by the office with each family assigned a day to provide snack. Along with the snack calendar will be a list of suggested items. We do not want your contribution to be a financial hardship; therefore, please limit your expense to around \$15. This can be done by providing fresh fruit that is in bulk or on sale, bread, crackers, and cookies that contain flour as the first ingredient and any other food item that does not contain High Fructose Corn Syrup or Hydrogenated Oils. *You will be asked to provide snack approximately 4-5 times per year.

All children will need to bring a lunch from home that can be stored in their cubbies. Lunches should be nutritionally complete; including protein, carbohydrate, fruit, and/or vegetable, and water, milk, or 100% juice. Please do not send chips, cookies, pudding, Jell-O, sugary fruit juices, or candy. It is recommended that an ice pack be placed in your child's lunch to avoid spoilage. A nutritious snack will also be provided in the afternoon for those children staying after 3:00pm.

New Life preschool along with all of our children's ministries at New Life is **"peanut free"**. This means that we will not serve any peanut products, and we ask that you do not place any in your child's lunch; such as, peanut butter sandwiches, crackers, cookies, etc. You may replace peanut butter with soy butter, almond butter, sunflower butter, etc.

Nap Time/Rest Time

Our naptime is from approximately 12:45 to 2:30 pm. Your child will be either in one of two groups: The "nappers" (2 - 4 year olds), will nap at 12:45pm. Nappers will be provided a cot and sheet. Parents must provide a blanket for their child, which will go home at the end of the week for cleaning. The second group of children is "resters" (4-5 year olds). They will rest in another room, away from the nappers, but will be provided a mat and sheet and given an opportunity to fall asleep for about 30-45 minutes. Parents of four to five-year-old students may request that their child be a napper if they still sleep. All cots and sheets will be disinfected at the end of each week.

Clothing

Preschool play is messy; therefore, children should wear comfortable clothes and shoes. NO OPEN TOED SHOES, RAIN BOOTS, OR CROCKS. Provide layers; t-shirt, sweatshirt, and/or jacket as our coastal weather fluctuates throughout the day. Please have girls wear shorts under their dresses. We also ask that extra clothing be kept in a one-gallon zip lock bag for your child in case of water play or other accidents.

Please provide your student with another set of clothing, a family photo, and a small stuffed animal in a one-gallon zip lock bag. This bag will be placed in your child's classroom emergency bag and will be used in the case of an evacuation.

****ALL CLOTHING NEEDS TO BE LABELED, ESPECIALLY JACKETS****

Potty Training

Children ages 2 to 3 years 6 months of age do not need to be potty trained in order to attend New Life Preschool. Children ages 4 years and over, and/or entering the Preschool and Pre-kindergarten classes, are required to be potty trained. We will work with children who are in the process of potty training. As a child begins showing signs of readiness, it will be necessary for parents and teachers to communicate regarding methods used at home and school. Please bring diapers and wipes for your child and we will store them in the changing area. Please put your child's name on both the diapers and wipes.

Sign In – Sign Out Procedure

Each child must be signed in upon arrival and signed out upon departure by the child's parent or authorized guardian. If you desire someone other than yourself to pick up your child, a teacher must receive a signed document releasing your child to that specific person. This person should be prepared to provide proper identification in order for your child to be released. The State of California requires using your full signature; therefore, initials are not allowed. A child may be released to a sibling 14 year of age or older with a form of photo identification.

Wellness Policy and Assessment

New Life Preschool is not licensed to accommodate sick children. We ask that you do not bring your child if he/she has any symptoms of illness. Our definition of sick includes: Green runny nose, red watery eyes, cough, fever, vomiting, and diarrhea, if your child has shown any of these symptoms within the past 24 hours, they are not allowed in school until symptoms have been absent for 24 hours. If your child becomes sick at school, he/she will be isolated from the other children and you will be notified to arrange for your child to be picked up immediately.

Upon your child's arrival to New Life Preschool, the greeting teachers will do a Wellness Assessment to see that your child is well and able to participate in preschool. They will look for green runny nose, red watery eyes, cough, fever, scratchy scalp as well as cueing in to areas such as separation anxiety from parents/guardians.

Medication Dispensing

If your child is required to take medication, you must complete a Medication Administration form provided by the teacher in room 2, the preschool office, or on the preschool website under FORMS. All medications must arrive in the original container and contain the prescription label in order for the staff to administer the medication. This includes sunscreen, cough medication, pain reliever, inhalers, and Epinephrine pens. Children requiring inhalers and/or Epinephrine pens must have a plan of action added to their child's file by the director and proper training given to staff. Storage of all medication will be in a locked container or cabinet inaccessible to children. If you would like the staff to apply sunscreen to your child during the day, you will need to provide a medication administration form which includes times of desired application as well as the sunscreen in the original bottle and labeled with your child's name.

Accidents and Injuries

In the event of an accident while at Preschool, any injury will be treated, and an accident report will be completed and placed in your child's folder. The staff will immediately notify you if they have concerns about further treatment of the injury.

Notice of Withdrawal

When withdrawing your child from preschool, please give a 30-day written notice to the assistant director, at which time your child's space in the classroom will be forfeited. If you want your child to return at a later date, a deposit will be required, but space will not be guaranteed and will be based on availability. ALL FEES BILLED MUST BE PAID BY THE CHILD'S LAST DAY.

Attendance

If your child is unable to make it to class for any reason, or if you will be after 9:30am, please notify the Preschool Office at (805) 489-3575 or by email at children@newlifepismo.com or courtney.crosson@newlifepismo.com as soon as possible. If your child has not attended for 5 consecutive days without any notification, your child's care will be terminated, and all fees will be due and payable.

Field Trips

Children and teachers will be taking field trips to points of interest based on curriculum, season, or interest. We will use a New Life Church van driven by designated church drivers, to get to our destination. Parents are welcome to drive their own children and help chaperone on any field trip. You will be required to fasten your child's car seat in the bus for any field trip where they will be transported. No child will attend the field trip without a car seat unless the class is walking. If you choose for your child to not participate on a field trip, you'll need to make alternate arrangements for childcare, as alternate supervision may not be available.

Discipline Policy

At New Life Preschool it is our goal to enrich your child's day by offering stimulating activities through play, which allows them to "learn by doing". We incorporate Conscious Discipline tools as a means of communicating with children, which is intended to empower their decisions while helping the teachers respond to behavior instead of reacting to behavior. If a child is observed disregarding classroom rules or injuring another child or a teacher, the following policy will be followed:

1. Address what they observed with the child and the child will be given the opportunity to choose to follow the rules or play in a different area, for example, “I saw you throw the block, the block is for building and it needs to stay on the floor, you can choose to play with the blocks on the floor or leave the block area”.
2. If the child is having difficulty choosing, the teacher will choose for the child and then tell them they can choose next time. The child will be encouraged to make a choice to correct the behavior on their own, for example they may say, “I’ll play with the blocks on the floor”.
3. If the child does not choose to follow classroom rules and another incident occurs, the teacher will choose another area of play for the child, and the rules will be reviewed again, (ex. no throwing toys, no hitting, etc.).
4. If the child’s undesirable behavior continues, the assistant director will be notified of the incident in writing, and it will be reviewed, (keeping in mind the environment in which the incident occurred, the developmental stage of the child, and the age of the child).
5. If the teacher and assistant director feel that their influence and the above procedures have not been successful, the parents will be notified, and a conference will be scheduled.
6. At the conference the teachers and parents will devise a plan to help the child succeed.
7. If all methods have been exhausted without success, a letter of last opportunity will be given.
8. Should one more incident occur, the child’s care may be immediately terminated.

Parent Involvement

We will do everything to make your experience at New Life Preschool a positive one, and we hope that your child’s success will be strengthened by your involvement.

In order to make our program successful, we need your involvement and support! If you have any special talents or hobbies you’d like to share with your child’s class, please let us know. Join us for a field trip, be a special speaker, or feel free to participate as a volunteer in the classroom. We encourage parent participation as much as possible!

Fee Schedule

See schedule of fees attached as addendum A.

Additional Fees

Additional fees are charged for the following items and may appear on your monthly bill if they apply:

- A \$50.00 late charge for tuition that is not paid by the 10th of the month.
- An additional hourly charge of \$7.50 per hour if you had pre-arranged an early drop-off or a late pick-up with the assistant director. (A child can “switch” days within the same month if they will be absent with the assistant director’s approval at no additional charge; excludes holiday or in-service closures).
- A \$1.00 per minute charge will be assessed if your child was dropped off or picked up before or after their scheduled time without pre-arrangement with the assistant director.

CAP/SLO

Community Action Partners of San Luis Obispo County (CAP/SLO) is an entity of the Department of Social Services. In order to qualify for tuition assistance, parents must qualify through CAP/SLO. Once established, CAP/SLO will mail New Life Preschool a new Attendance Sheet by the 1st of every month; these Attendance Sheets act as our “pay check”. Each day your child attends preschool; the Attendance Sheet is to be completed with time in and full signature, and time out and full signature. If he/she is absent, then the reason for absence must be completed with the date, and a full signature.

CAP/SLO allows for a limited amount of paid days for vacation and for illness; therefore, if all vacation and sick days have been exceeded, you will be responsible for payment of any future absences.

If your child is absent for five consecutive days or more, a doctor’s note is required to accompany the Attendance Sheet.

Throughout the month, please take a moment to review the Attendance Sheet for any missing times and signatures. If your child is absent toward the end of the month, it is your responsibility to come to the school and complete the Attendance Sheet prior to the next month.

CAP/SLO requires that they receive the Attendance Sheet by the 5th of each month in order for us to be paid by the 24th of that month. If CAP/SLO receives the Attendance Sheet after the 5th, we do not get paid on time. If the Attendance Sheet is not complete, and as a result can not be mailed out on time (by the 4th), you will incur a \$50 late fee that you will be responsible to pay within 10 business days. If you have any questions regarding this policy, or any other CAP/SLO policies, please do not hesitate to contact the director at 489-3254, Ext. 606 or CAP/SLO at 541-2272.

Evacuation Policy

Nuclear Emergency Plans have been developed for the County of San Luis Obispo that will be put into effect at any time the welfare of the people in the county could be affected.

If the Early Warnings system sirens sound a loud/steady tone for 3 to 5 minutes, we will tune to the radio Emergency Broadcast System station 920 or 1500 on the AM radio dial.

If we are asked to take shelter, all children will be kept indoors with windows and doors closed and ventilating systems turned off. This will remain in effect until notified to do otherwise.

In the case that New Life Preschool has been told to evacuate by the Emergency Alert System (EAS), we will take your child/children in the New Life vehicles to the Santa Barbara County Fairpark located at 937 Thornburg, Santa Maria. (From New Life Preschool; take the southbound 101, to the Stowell Road exit. Drive west to Thornburg; turn right to the Santa Barbara County Fairpark.) The phone number is (805) 925-8824. Preschool staff will stay at the Fairpark until all children have been picked up.

Anti-Discrimination Policy

New Life Preschool admits students of any race, color, faith, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Other Important Information

Right to Interview

Under regulation 101200(b) of the Manual of Policies and Procedures for Child Care Centers, The Department of Social Services has the authority to interview children or staff without prior consent. (1) The licensee shall ensure that provisions are made for private interviews with any children or staff members. Regulation 101200(c) states the Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business

hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

Mandated Reporting

Section 11166 of the Penal Code requires any child care custodian, who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who he/she knows, or reasonably suspects has been the victim of child abuse, sexual abuse, emotional abuse, or child pornography, to report the known or suspected instance of child abuse to a child protective agency immediately.

This handbook is provided to communicate New Life Preschools policies. These policies are subject to change at any time with a 30-day notice.

New Life Preschool

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Licensing Agency:

Department of Social Service

Community Care Licensing

6500 Hollister Ave., Ste. 200

Goleta CA 93117

(805) 562-0400

License # 401710487