



LAS OLAS PRESCHOOL
AT SAN CLEMENTE PRESBYTERIAN CHURCH

Jill Dupree- Director
Becky Abell- Director

Admission Requirements

- We are licensed by the State of California to admit children who are at least 2 years 0 months.
- All records, State forms, vaccination record, and registration fees must be on file in the Preschool Office before school starts
- All immunizations must be up-to-date per state requirements

Tuition Policy

Tuition is based on an annual amount and is divided into 10 monthly payments for your convenience. Payments begin in August and end in May. We accept monthly payments to help make it easier for you.

Payment options are as follows:

- All payments can be made on our ProCare online app.
- You may pay your tuition in full each year by September 30 to receive a 5% discount off the total cost, or you may make monthly payments.
- No tuition allowances will be made due to illness, family vacations, school vacations or official holidays.
- No tuition allowances will be made to classroom closures due to COVID outbreaks, as declared by the California Department of Public Health, at the time of the outbreak.
- Families who fall behind two months in tuition payments may be dropped from our program. Preschool Tax ID Number: **95-2148416**

Signing In and Out

It is required by the State of California that all children be signed in upon arrival and signed out upon departure.

- **Arrival / Departure / Time** – You must sign your legal first and last name via our ProCare online system.
- **Messages** – If anyone else is picking up your child, please be sure they are added to your child's profile on our ProCare system. Please let your teacher/ or drop-off attendant know that someone other than you will be picking up your child. If this person is new, they need to be added to **all your emergency information** in ProCare.

- **Inform Your Teacher** – Please make sure the teacher knows when your child arrives & departs. Make sure your child is in the teacher’s care before you leave. Do not take your child without informing your teacher or a staff member.
- **Unknown Person Picking Up** – Anyone picking up your child must be on your emergency contact information in ProCare. If you have someone picking up your child that we do not know or recognize, we will ask them for a picture ID. **If he/she cannot provide a picture ID, we cannot release your child to them.**

Preschool Hours:

Morning Session: Monday - Friday: 8:30 am - 12:00 pm

Afternoon Enrichment Classes and/or Nap Time: Monday - Friday: 12:30 - 3:30 pm

- **Please arrive no earlier than 8:25 am.** Preparation time is essential for the teachers. In addition to our classroom prep time, this is the time our preschool staff gathers for prayer.
- **Please be prompt when picking up.** Children are often upset when their mom, dad or caregiver is late picking them up. This also inconveniences the teacher and administrators. If you arrive late, please pick up your child in the Director’s office.
- **If you will be late for any reason** ,please call our Preschool Office at 949-218-7398. Parents who are consistently late will be asked to have a conference with the Director.

Meals and Snacks

Sharing a “meal” together is a very important part of our day. During our time eating together, we learn proper manners, how to respectfully talk with each other, pause from the business of our day, and we learn how to clean up after ourselves.

Snack: Parents provide a healthy snack daily for their preschooler. Please remember this is only a snack. We suggest you bring a protein, a fruit or vegetable, and/or crackers of some sort. Please refrain from sugary snacks, such as gummies, cookies, candy, etc.

Lunch: If your child is enrolled in our full day program, they will be eating lunch with us so please include a lunch for your child. Some great ideas for lunch items are sandwiches, leftovers such as pasta, pizza, casseroles, or tortillas rolled with turkey, cheese slices, etc. We are unable at this time to heat up any items so please be sure the lunch is ready to eat; a great way to keep some items warm is to place them in a small thermos. Please pack enough for an afternoon snack too.

Water: Please provide a water cup with a lid or a water bottle which is made available to your child throughout the day. When needed we will refill with filtered water.

PLEASE NOTE: We are a “nut-free” campus. All classrooms must be nut-free. Please be sure to read the label on the snacks you send in with your child. All food must be free of peanuts and all nuts.

Items to Bring the First Day of School or Meet The Teacher Day

Please pack the following items to be stored in your child’s cubby:

- 1) A cup with a lid or a water bottle. Please fill only with water.
- 2) If your child is enrolled full day and is in our Sea Star room and requires a bottle or milk at nap time, please bring in a fresh supply each day. We will return the empty container to you each day.
- 3) In a labeled Ziploc bag, bring a change of clothes suitable for the weather, including underwear & socks. Please make sure this baggie has your child’s name on it. If your child is in diapers, please bring a dozen diapers for your child’s diaper cubby. Our teachers will message you in ProCare when more diapers are needed.
- 4) For our afternoon nappers, please bring necessary nap items, such as a twin fitted or crib sheet, blankets or pillow, lovey, pacifier, etc.

Discipline Policy

We use guidance. Guiding the behavior of young children involves establishing mutual respect and cooperation. It’s not the child we want to change, but the inappropriate behavior.

Please see the last page of this handbook for full policy.

Emergency Medical Care Policy

Please keep us updated on current home and cell phone numbers. We will call you if there is an emergency or your child becomes ill.

If your child becomes ill at school, we will:

- Isolate your child from the other children by bringing him/her into the office.
- We will contact you by phone and through ProCare..

- If we cannot reach you, we will contact an individual on your emergency information.
- Depending on the circumstance, providers may need to call for medical assistance first and then call parents. (EMSA 2014: www.heartplus.net)

If an EPIPen is administered, we will call 911 first and then call the parents.

Illness Policy

Help us keep our children healthy. If your child is sick, please keep them home. If your child is “under the weather” or you suspect/feel they are not well, or are “coming down with something” please keep them home.

We ask that your sick child be kept out of school for at least 3 days with a cold and not be sent back to school while symptoms persist. If your child becomes ill during the school day, we will call you immediately, and you will be asked to pick up your child. If your child is absent from school with a communicable disease, a physician’s note must be obtained before he or she may return (this includes lice).

Note: If a child vomits at school, they will be sent home regardless of the reason. If your child has diarrhea at school, they will be sent home.

***Nasal discharge/cough:* If your child is consistently coughing during school or has persistent colored nasal discharge, we will have to send them home. If a child’s behavior seems “off” and they are saying they do not feel well, we have to send them home.**

Symptoms to look for:

- Fever (99.2 or above or has had a fever in the past 24 hours)
- Sore throat
- Swollen glands or lymph nodes
- Headache
- Croup or severe cough or a consistent cough
- Nasal discharge, yellowish or greenish, or congestion causing difficulty in breathing (may return to school when clear)
- Fifth’s disease (common sign of red cheeks, or rash on face/trunk of body)
- Measles (may return to school 5 days after rash appears)
- Mumps
- Chicken Pox (may return 6 days after rash appears or all blisters turn to scabs)
- Shingles
- Skin infection (impetigo, boils, ringworm)

- Unexplained skin rash
- Sores on gums, or in mouth or diaper area
- Pink eye, eye infection or drainage
- Diarrhea (may return to school 24 hours after last episode)
- Nausea or vomiting (may return to school 24 hours after last episode)
- Tired cranky, fussy, persistent crying
- Ear ache, pulling on ear

Please note: there are no allowances for tuition due to any illnesses.

Allergies, Asthma and Therapy

Does your child have any allergies, asthma, or are they in any type of therapy (e.g. sensory, speech, behavioral, etc.)? If your child needs an EPI pen, inhaler, Benadryl, medication of any type, or a special food diet, the Preschool Office needs to be informed. All medication items need to be stored in the Preschool Office and a State form must be signed by the legal guardian and kept on file.

Note: If your child has doctor-diagnosed chronic allergies, please speak to the office about special circumstances that can be arranged.

Birthdays

We love birthdays at preschool. However, we do not allow birthday invitations to be passed out at school since this can cause hurt feelings with our classmates. The office can provide email addresses of the children in your student's class.

Birthday notes:

- At school the “birthday child” will be honored during class time.
- The class will sing “Happy Birthday” during snack time.
- We allow small birthday “treats” provided by the parent to share with the class at snack time. Examples of treats would be mini muffins, donut holes, GoGurt-type drinks, strawberries, or any treat that is small. Talk to your child’s teacher for preferences and ideas and please be sure it is nut-free.

Toys from Home

- Personal toys are to remain at home.
- Personal toys get lost, broken, misplaced, and are difficult to share.
- “Share Days” are an exception- toys can be shown during “share time” and then returned to their cubby or backpack.
- **Please do not bring toys from home.***

**The exception would be a particular transitional toy a child will need at nap time; preferably one that can stay in their nap cubby.*

Clothing

Play clothes are requested and closed – toed shoes are required!

Children need the freedom of comfortable play clothes to fully enjoy all the “messy” experiences offered at preschool. We paint, use markers, play in wet sand and water. Your child needs “hands on” experiences for his or her overall development. If you or your child worry about getting dirty, he or she may choose not to participate in messy activities.

Please avoid sending children in open-toed sandals or slippery soles (often found on girls’ dress shoes). Tennis shoes that have Velcro fasteners are the easiest for the children to manage by themselves.

Please label all removable clothing, especially sweaters, sweatshirts and jackets.

Teacher and Parent Communication

A conference may be requested at any time

If a need or concern arises, or you would like to discuss an issue regarding your child, please request a conference with your child’s teacher. We are always available and willing to meet to talk about concerns, needs, or goal setting for your preschooler. This can be done in person or by a telephone call. Please do not take class time to discuss your concerns with the teacher or talk when your child is present.

For questions or concerns not requiring a conference, ProCare is a great tool offering a quick and easy form of communication between you, your teachers and the preschool office.

If you have concerns about Kindergarten Readiness, a Screening will be offered by a licensed and experienced screener at designated dates during the second semester for a nominal fee to all children who will be old enough to start kindergarten next year.

Note: The Preschool Office has an open-door policy. If the Directors or Assistant are unable to meet with you at that time, an appointment will be made as soon as possible.

Our Daily Routine

Please have your child arrive on time.

Our Program Offers:

- Daily routines
- A safe, loving environment
- A quality curriculum
- Developmental learning opportunities
- Activity centers
- A full staff educated in Childhood Development & Educational Studies
- A small student / teacher ratio

Our Daily Routine:

- Arrival 8:30 am
- Chapel Time (Wednesday for 2-day & Thursday for 3-day)
- Art Activities
- Learning Centers
- Small Group Time
- Snack Time
- Free Choice Time (inside and outside)
- Circle Time – stories, finger plays, songs, dancing, games, etc.
- Departure 12:00 pm (for those students in our half day program)
- Departure 3:30 pm (for those students in our full day program)

Each classroom has its own schedule. Not all classrooms are on the same schedule due to the size of our playground and children's ages. **Las Olas School is licensed by the State of California- Facility #300600870.**

Our Kindergarten Readiness Advantage

Kindergarten across the country has become more academically focused. It is not unusual to find kindergarten students being taught what first graders were taught in previous years. Today kindergarten is taken quite seriously. Just ask any parent who

has seen kindergarten homework. Educational strategies have not changed the physical and emotional development of young children; they have just changed the kindergarten curriculum. More and more parents are giving their children an extra year in preschool to delay their child's entrance into kindergarten.

To help prepare our 3, 4 and 5-year olds for kindergarten, we offer a developmentally appropriate program. The concept of developmental appropriateness has two dimensions: age appropriateness and individual appropriateness. Preschoolers aren't ready for a rigorous academic program, but they do need an encouraging and stimulating environment. In quality early childhood programs, curriculum helps define goals for children's early literacy and math skills, as well as their physical and social-emotional development. Curriculum provides structure for teachers to plan a daily schedule and helps teachers effectively manage time and materials used for learning.

Our program focuses on the whole child, not just one aspect of a child's development. Between the ages of 2 and 5, children must accomplish many tasks to achieve optimal development. Preschool children learn in a social context and through their five senses. They learn best when given opportunities to actively explore with the guidance of helpful and responsive adults.

Our program offers a safe, positive, loving, active, and hands-on learning approach. Children are given opportunities to discover their environment through socializing, art, music, stories, group activities, individual and small group activities. Children learn by experiencing, by doing, and through their play. Now is the time for your child to discover that learning can be fun.

Theoretical Principles of Child Development & Learning

(NCREL) North Central Regional Educational Laboratory

- Children learn best when their physical needs are met, and they feel psychologically safe and secure.
- Children learn through social interaction with other adults and other children.
- Children construct knowledge.
- Children learn best through play.

Play provides opportunities for exploration, experimentation, and manipulation that are essential for constructing knowledge and contributes to the development of

representational thought. During play, children examine and refine their learning considering the feedback they receive from the environment and other people. It is through play that children develop their imaginations and creativity.

During the primary grades, children's play becomes more rule-oriented and promotes the development of autonomy and cooperation which contributes to social, emotional, and intellectual development. ¹

¹. S. Bredekamp, R.A. Knuth, L.G. and D.D. Shulman NCREL, Oak Brook 1992

Discipline Policy and Procedure

Las Olas seeks to build a solid partnership with our families to ensure a successful year for all. Since we have a child-centered/family approach philosophy, we accommodate a range of individual needs. However, on rare occasions a child's or family's behavior may warrant support and require a more suitable placement and/or environment. Therefore, the following steps will be taken should a problem arise:

- The child will be told in words he/she understands why the behavior is not acceptable.
- The child will be told what behaviors are appropriate and acceptable.
- We will use positive communication with your child to help him/her solve problems.
- The child will talk with the Director or the Director's Assistant
- The teacher will conference with the parents to find a solution
- The Director will conference with the parents to find a solution (e.g. observation, additional support solicited, CUSD evaluations, etc.)

Our goal is to work in collaboration with families to avoid a child's disenrollment from our program. However, should the steps above fall short, or we believe situations are out of our realm of expertise; we reserve the right to disenroll in person, or with a telephone call, for the following reasons, but are not limited to:

Child's Actions:

- Unable to adjust to the program after a reasonable amount of time (issues with separation, inability to adjust socially, non-compliance with school rules, bullying, mismatch between child/family and environment, additional support needed for a child's individual success, etc.)
- Verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts

- Excessive - biting, pushing, hitting with intent to harm, or use of inappropriate language

Parental Actions:

- A parent/guardian fails to abide by Center policies or requirements
- Non-payment of tuition (2 months late on tuition payments)
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program

Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to staff members, children, or other parents
- Potentially dangerous behavior by a parent or child

Thank you for choosing Las Olas School and entrusting us with your child(ren)!