

Good Shepherd Preschool

A Ministry of Good Shepherd Church

Family Handbook

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Executive Director

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Tax I.D. Number: 95-3367257



**National
Accreditation
Commission**
FOR EARLY CARE AND
EDUCATION PROGRAMS

State License Numbers
300605990, 300602800

WELCOME TO GOOD SHEPHERD CHURCH AND PRESCHOOL

Dear Friends,

Welcome to Good Shepherd. We appreciate your trust in us to provide a safe and loving environment where your child will grow and develop. We see each child as a blessing and are thrilled to share in this amazing season with you.

At Good Shepherd, we believe Early Childhood Education is an integral part of our ministry and are in a unique position to help children see themselves as unique persons, created by a loving God, in relationship with Jesus Christ.

Thank you for sharing your child's journey with us. We are happy to serve your family in any way we can.

Blessings,

Cody Jensen
Senior Pastor

Dear Preschool Families,

We understand you have many choices of preschools to send your child to in Irvine. As Early Childhood Educators, we know children learn from having rich, meaningful, hands-on experiences and that Social Emotional Competency is vital for your child's lifelong success.

Our mission is to provide a loving faith-based community for children that preserves childhood through sensory experiences, exploration, and creativity.

Good Shepherd Preschool has been "preserving childhood and planting faith" in the Irvine community since 1978. We are delighted to have your family join our Preschool community.

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STATEMENT OF FAITH AND PURPOSE

FAITH

We are Christ-following believers who have joined together to meet the spiritual needs of our community. Good Shepherd Preschool is a religious non-profit ministry of Good Shepherd Lutheran Church. Our church and Preschool promote behaviors consistent with the teachings in the Bible.

We believe in one God, eternally existing in three persons - Father, Son, and Holy Spirit - having the same attributes and perfections - The Holy Trinity. (2 Corinthians 13:14)

We believe the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice and that our justification is made sure by His literal, physical resurrection from the dead. (John 3:16)

We believe the Holy Spirit calls all Christians through the Gospel, enlightens and empowers believers with His gifts, and convicts the world of sin, righteousness, and judgment. (John 16:8-11)

We believe humans were created in the image and likeness of God, beloved by God, and called to live according to how God created us at birth. (Genesis 1:26-27)

We believe God ordained and instituted traditional marriage. (Genesis 2:18-25)

We believe salvation, forgiveness of sins, reconciliation with God, and God's power in our lives, is the gift of God brought to humankind by God's grace and received by faith in the Lord Jesus Christ. (John 1:12)

PURPOSE

Good Shepherd offers Infant Toddler, Two's, Preschool, Transitional Kindergarten, and Half Day Programs, recognizing the importance of a high-quality early childhood education. Good Shepherd provides a wide range of learning experiences to help children develop socially, physically, intellectually, and spiritually within a Christian community. Our preschool environment provides a warm and inviting "home away from home" environment.

MISSION, PHILOSOPHY, AND VISION

Mission: To provide a faith-based community where children are known, seen, and loved, and to preserve childhood through sensory experiences, exploration, and creativity.

Philosophy: Good Shepherd Preschool is a Christ-centered early education program that values the whole child and their stages of emotional, spiritual, physical, and intellectual development. We align with the guiding principles of the [California Preschool/Transitional Kindergarten Learning Foundations](#).

Our emergent curriculum is child-initiated and play-based. Research shows that invaluable learning occurs through social experiences that encourage problem-solving, creative thinking, and cooperation.

Vision: Upon leaving Good Shepherd Preschool, our goal is for children to know the nature of God and understand the unique person God created them to be while having a solid social-emotional foundation that will inspire them to be critical thinkers, researchers, and life-long learners.

HOURS OF OPERATION

CAMPUS HOURS: 7:15 am – 6:00 pm

OFFICE HOURS: Our Preschool Office is available Monday through Friday from 8:00 am - 5:30 pm. We are here to answer questions and help with any issues that arise. For your convenience, a mail slot is available outside our office to the left of the front door. Tours are an integral part of the Waitlist and Registration Procedures. Tours are given on a scheduled basis.

ADMISSIONS PROCEDURES: Admission Procedures include: a tour of the school, completion of registration card, enrollment materials - including the child's official or certified copy of a birth certificate or current passport {to be photocopied}, registration fees, tuition deposit, monthly tuition, and a visit time to meet the Teachers and become acquainted with our environment.

ENTRANCE/EXIT: Our entrance and exit doors are secure. Each family enrolled will receive two security fobs upon admission. Additional fobs may be purchased for \$25/fob. Fobs are to be returned to the Preschool Office on or before your child's last day of attendance and signed off as returned. If your fob is returned AFTER your child's last day or a replacement is needed, you will be charged a replacement fee of \$50/fob.

Infant Toddler Program – Families will enter and exit through the Infant Toddler door, located in front of the Chapel.

Two's, Preschool, Orange Rooms – The security gate is the main entrance. To exit, push against the exit bar with your hands.

Silver Room - Families will enter and exit through the door located adjacent to the parking lot.

Half Day - Families will enter and exit through the door located adjacent to the parking lot. This door will be opened and supervised for 10 minutes at drop-off and pick-up times.

DAILY ACTIVITIES

Each day, curriculum is presented so that each child can experience a wide variety of age-appropriate activities.

The activities include the following:

Chapel Time: Teachers participate in developing memorable Chapel Times. Bible stories, songs of praise and worship, birthday celebrations, and prayer are all integral parts of this special time. Children learn about God's great love for them and the importance of knowing the love of Jesus Christ.

Learning Centers: Children participate in art, dramatic play, sensory, science, math, pre-reading, writing, block building, and fine and large motor activities.

Creative Movement and Music: Each Classroom plans a variety of music experiences. Songs, finger plays, dancing, instruments, and creative movement are all part of each day. Children learn a wide range of developmental skills during these musical activities. Additionally, we have a Music Teacher on our teaching staff who has scheduled music sessions with each class.

Small Group: Children divide into small groups for more individualized time with their teachers. Fine motor development (writing and scissor skills), visual discrimination (color, shape, number, and letter recognition), phonemic awareness, attending abilities, and verbal skills are all areas of concentration.

Motor Development: Planned activities are set up in the Outdoor Classrooms to stimulate large muscle development.

Outdoor Classroom Environment: Outdoor explorations is a favorite time for many children. Children in the Infant Toddler Room, Purple Room, and Green Room share a playground that is separate from the rest of the Preschool.

Snack: Children learn self-help skills and manners while eating a nutritious snack in a group setting. The Preschool offers a morning snack for all Programs except Infant Toddler. An additional afternoon snack is provided for all Programs except Infant Toddler. Infant Toddler families provide all food and snacks.

Nap Time: Infant Toddler, Two's, Preschool, and Transitional Kindergarten Programs offer children a daily nap/rest time.

Literacy: Children develop a love of literacy through hearing stories, retelling stories, acting them out, and dictating their own stories.

Social Emotional: Children learn to get along with others, solve conflicts, negotiate, and develop friendships, as well as how to function as part of a community.

TUITION AND FEES

TUITION: Tuition is due on the 1st of each month. Tuition payments will be made safely and efficiently using the automated tuition payment program, TUITION EXPRESS. Once enrolled, your tuition will be paid automatically at the beginning of each month through a withdrawal from a banking account, debit or credit card {VISA or MasterCard}.

Enrolling in Tuition Express is part of the admissions process, and the **only form of payment accepted.**

Payments are adjusted to include registration fees and class placement changes. It is not necessary to complete a new Tuition Express form each school year unless you want to update your payment method.

Receipts/Statements are available through your online tuition account at myprocare.com for your convenience.

Online access is granted to all enrolled families.

Keep your banking, debit, or credit account information up to date!

There is a \$50 fee charged for declined Tuition Express payments. Fees are per child.

If you have questions regarding your tuition, email our tuition accountant.

PAYMENTS DURING ABSENCES AND VACATION: The Preschool develops a budget based on an annual tuition rate divided into monthly payments. We strive to provide the highest quality program at a reasonable monthly rate. To do so, CREDIT IS NOT GIVEN FOR ABSENCES OR VACATIONS. *Monthly tuition remains the same regardless of sickness or holidays.*

LATE PICK-UP POLICY: **Calling the Preschool Office does not prevent the late charge from being assessed.** You will be given a late fee notice which you will be asked to sign to acknowledge the late fee. The late fee will be added to your next tuition payment. The late fee schedule is valid for all programs. **Fines are issued per child. Repeated late pick-ups may affect your child's enrollment status.** Late charges can be avoided by planning ahead. If you are running late, call an authorized person to pick up your child, and call the Preschool Office to let us know of your plan. Preschool Office hours are 8 am to 5:30 pm.

Infant Toddler and Full Day Late Fees:

6:05– 6:10 pm \$10 | 6:11–6:15 pm \$15 | 6:16–6:20 pm \$25 | 6:21 or after \$30 plus \$1/minute

Half Day Late Fees:

1:35–1:40 pm \$10 | 1:41 – 1:45 pm \$15 | 1:46 – 1:50 \$25 | 1:51 or after \$30 plus \$1/minute

NOTICE OF WITHDRAWAL: 30 days' written notice is required. The notice date for reimbursement is determined by the date the written notice is received in the office. The tuition deposit paid at registration will be reimbursed by mail after the child's final day of attendance, *if applicable.*

Additional withdrawal dates are identified on your child's Acknowledgment Form.

SCHOOL HEALTH POLICIES

1. Health/Illness

Upon enrollment, state licensing requires the submission of a Physician's Report signed by the child's physician.

Additionally, the Physician's Report is to be completed at your child's annual doctor visit and submitted to the Preschool Office. This form can be found on our website.

Standard immunizations are also due at the time of admission per the State of California.

Your child's health is of major importance to us. A daily health check is given upon each child's arrival. The person bringing the child must wait until the child is greeted by his/her Teacher before leaving.

Your child will not be admitted to the center or may be sent home if any of the following symptoms of illness are present:

- 1. The illness/recovery results in a greater care need than the staff can provide without compromising the health and safety of the other children and requires one-on-one care.**
- 2.** The illness/recovery prevents the child from participating in routine activities.
- 3.** Temperature – **100.4** degrees or greater accompanied by behavior changes or other symptoms of illness.
- 4.** Runny nose (thick or runny secretions), coughing, difficulty breathing, lethargy, persistent crying and/or irritability.
- 5.** Diarrhea – 1 – 2 incidents, increases in stool water, and/or form that cannot be contained in the diaper/pants.
- 6.** Vomiting – one incident.
- 7.** Mouth sores with drooling or other draining sores.
- 8.** Rash with fever or behavior changes. A child with an unexplained rash may return with a physician's written diagnosis of a non-contagious rash.
- 9.** Conjunctivitis (pink eye) – Bacterial or viral conjunctivitis remains contagious as long as tearing & mattering of the eye continues. Exclude until 24 hours after the start of antibiotic eye drops and/or tearing and mattering of the eye has ceased. If the child does NOT have contagious conjunctivitis, the child may return with a physician's note stating the child is not contagious.
- 10.** Scabies or other infestations – exclude until the day after treatment is completed.
- 11.** Head lice – exclude until 'nit free' and confirmed by Preschool Office staff.
- 12.** Impetigo - exclude until 24 hours after antibiotic treatment has been started.
- 13.** Strep throat - exclude until 24 hours after medication has been started, and no fever.
- 14.** Chicken pox – exclude until all sores have dried and crusted.
- 15.** Mumps – exclude until nine days after onset of gland swelling.
- 16.** Measles – exclude until five days after onset of rash.
- 17.** Rubella – exclude until seven days after onset of rash.
- 18.** Shingles - exclude until the blisters are covered or form a crust.
- 19.** Respiratory illnesses-- exclude if a fever is present or the child has problems breathing.
- 20.** Hand, Foot, and Mouth – exclude until fever-free, and all blisters are scabbed over, or fever-free with a physician's note stating the child can return to school.
- 21.** If a child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies will be required.
- 22.** If a child is fussy, cranky, and generally not himself/herself, it is recommended that the child stay home. Rest at these times may prevent the development of serious illnesses.

Notify the office immediately if your child has a communicable disease.

If a child becomes sick while at school, he/she is brought to the office to wait in the "sick bed area" for an authorized person to pick them up. Office personnel will comfort the sick child, provide a resting video, and take care of any special needs.

Being sensitive to separation anxiety in very young children, if a child becomes ill in the Infant Toddler Room, the child will stay isolated in their Classroom. **The family will be called and expected to pick up their child within 30 minutes.**

SCHOOL HEALTH POLICIES (CONTINUED)

2. RECOVERY

When a child is sent home ill, he/she may not attend school the following day. *Children may not return to school until they are symptom free for 24 hours, in accordance with the "Readmission to School" guidelines on the Illness Note sent home and explained at pick up.* Anytime your physician has prescribed an antibiotic for your child, he/she must remain at home until the first 24 hours of the prescription has been completed.

When it is necessary to send a child home, the child must be picked up within 30 minutes.

Please keep a current list of friends and/or relatives on file in the office who have authorization to pick up your child if you cannot come to the school immediately and/or cannot be reached.

If a child has been absent due to surgery, broken bones, or other atypical medical conditions or symptoms, a physician's release will be required for the child's re-admittance to school. However, if the child is unable to walk due to an injury, the child must stay home.

When a child is hurt off-site, Good Shepherd requests an "Off-site Injury Report." This report is available in your child's Classroom and the Preschool Office.

When a child receives a minor injury such as a small scrape that may require a band-aid or small bumps, an "Ouch Report" will be written and given to parents on the day of the injury. If a child receives a major injury such as a head injury, injury to the face, broken bone, scrape, or cut that would require medical attention, a parent is notified immediately.

3. Immunization Requirements, per the State of California

Upon admission, a copy of the child's immunization record must be submitted, alongside a signed Physician's Report.
Visit shotsforschool.org for requirements for Preschool Entry.

4. SUNSCREEN

Infant Toddler and Full Day - **Please apply sunscreen to your child before coming to school.** Authorization (in Registration Packet) is required for Good Shepherd Staff to reapply sunscreen to your child after nap time with the sunscreen you have provided from home.

Half Day Program - **Apply sunscreen to your child before coming to school.**

INCIDENTAL MEDICAL SERVICES/MEDICATIONS

Families are highly encouraged to administer medication to their child(ren) before or after Good Shepherd Preschool whenever possible. Please do not give medicine to your child to mask the symptoms of an illness.

When children or adults are ill, they may infect other children or adults in the program.

INCIDENTAL MEDICAL SERVICES/MEDICATIONS (CONTINUED)

Good Shepherd Preschool will provide Incidental Medical Services to children enrolled at the Preschool providing the school can meet the child's needs at the time of admissions and throughout the child's attendance at Good Shepherd Preschool.

All Intermittent Health Care shall be provided by office staff of Good Shepherd Preschool including, but not limited to:

- a. Administrative Assistant
- b. Admission Administrator
- c. Director of Operations
- d. Executive Director
- e. Senior Teachers

All staff, including the above, shall be instructed on Inhaled Medications, EpiPen/EpiPen Jr, and Anti-Seizure Medications at scheduled First Aid/CPR recertification. Therefore, there shall always be at least 2 people on campus trained.

At this time, Good Shepherd Preschool *will not* administer Blood-Glucose monitoring for diabetic children, administer insulin by injection or pump, glucagon administration, gastrostomy tube care, emptying ileostomy bags; or any other Incidental Medical Services contingent upon approval from the Department of Social Services – Community Care Licensing.

MEDICATIONS: If a child requires medication, the proper "Medication Request Form" must be completed by a parent each week. **Our office staff may dispense ONLY MEDICATION PRESCRIBED BY A PHYSICIAN. A physician must prescribe over-the-counter medications.** The doctor's instructions must be in writing (can be emailed).

Keep in mind, that all medications must be: Prescribed by a physician and in the original container (for both prescription and over-the-counter medication) and include a Pharmaceutical label specifying the child's name and prescribed dosage.

Non-Medicated Lotions: "Medication Request Forms" are required for all **topical lotions** (i.e. eczema creams, Aquaphor, diaper rash ointment etc.). All lotions need to be labeled with the child's name and are kept in the child's Classroom.

Inhaled Medications, EpiPen/EpiPen Jr, Anti-Seizure Medications: Parent and physician authorization is required for Good Shepherd staff to administer medication to children.

The following conditions must be met:

- i. written parental permission
- b) written instructions from physician
- c) teacher training provided by family

**Ongoing treatment requiring prescription or over-the-counter medication (skin conditions, for example)
also require the weekly "Medication Request Form."**

All medicines and medical equipment shall be kept out of the reach of children, yet accessible for administering. Inhaled Medication, EpiPen/EpiPen Jr, and Anti-Seizure Medications are kept in a locked emergency suitcase in the front office as well as in locked Classroom emergency suitcases. Two EpiPen/EpiPen Jr are preferred.

Over-the-counter medications are stored in the Preschool Office in the locked emergency suitcase in the front office and/or refrigerator. Authorizations and medication logs are kept with children's enrollment forms.

All medication, equipment, and supplies will be transported with the children in case relocation of the children is necessary due to a disaster. All instances of children receiving emergency medication will be followed by a call to 911, as well as to the family. The Department of Social Services – Community Care Licensing will be notified if any serious incidents occur.

AUTHORIZATION FOR ARRIVAL AND DEPARTURES

The State of California **requires** that all children be signed in and signed out with a **FULL LEGAL SIGNATURE** at the time of each arrival and departure at Preschool. **The child will not be released to anyone younger than eighteen (18) years of age.**

ProCare Connect App is used to sign children in and out.

No child will be released without authorization by the parent or guardian. Any changes in authorization must be in writing. Persons will be asked for the proper identification.

We ask that you make either verbal or eye contact with a Teacher when dropping off or picking up a child(ren). Parents are required to immediately leave the campus, including the church campus, promptly after picking up their child(ren).

Please keep your child(ren) near you as you make your way through the parking lot.

FAMILY COMMUNICATION WITH PRESCHOOL

It is beneficial to children for the family members to explain to staff about events occurring at home that may influence changes in a child's behavior at school. We ask that you communicate these events when children are not listening. You may call the Preschool Office to coordinate a time when your child's Teacher can speak with you privately.

The Preschool uses various methods to communicate. Check the Classroom whiteboards, bulletin boards, and children's files daily for important information. ProCare Connect is used to send messages about upcoming events, registration information, etc.

BABYSITTING/BIRTHDAY PARTIES

Teachers are prohibited from babysitting for enrolled Preschool families. To uphold the privacy of our Teachers and to avoid conflicts of interest, Teachers are not permitted to attend children's birthday parties.

FAMILY TEACHER COLLABORATION MEETINGS **AGES AND STAGES QUESTIONNAIRES**

At the beginning of each school year, parents complete an "Ages and Stages Questionnaire" for their child. This screening tool provides a quick look at how their child is developing in the areas of: communication, physical ability, social skills, and problem-solving skills. Teachers will review the questionnaire with parents at their child's first Family Teacher Collaboration Meeting. Teachers will refer parents to additional resources if needed.

If concerns arise before or after the scheduled Family Teacher Collaboration Meetings, Teachers are available for phone calls, or meetings. The Directors are also available for concerns, questions, or comments.

Confidentiality within our Preschool is paramount, as it forms trust between families, staff, and students. The Preschool Staff is ethically obligated to maintain confidentiality with sensitive information about students and families.

NOTIFICATION OF CHANGE OF ADDRESS + **PHONE NUMBERS**

Changes in address, phone numbers and emails can be accessed through myprocare.com. Any changes of "authorization for picking up" your child must be submitted in writing to the Preschool Office. This information is vital for contacting parents when children become sick at school, and in keeping our emergency information up-to-date.

CELLPHONES

To create a positive Preschool experience for your child, we ask parents to refrain from using cell phones while on campus. Our "No Cell Phone Policy" supports parent and Teacher communication and ensures your child's safety when arriving or leaving Preschool.

SNACKS+LUNCHES

The school offers Two's, Preschool, Transitional Kindergarten, and Half Day programs with nutritious, low-sugar snacks that meet the nutritional requirements set by the State of California.

For children attending the Two's, Preschool, and Transitional Kindergarten Programs, these snacks are served mid-morning, mid-afternoon, and at 5:00 pm, in rhythm with your child's schedule.

In the Half Day Program, a mid-morning snack is provided. Milk, juice, or water is served alongside the meal, depending on what is being served. Snack Calendars are posted on parent boards for reference.

Each Classroom and playground is equipped with a water dispenser. We understand the importance of staying hydrated. You are encouraged to bring a water bottle for your child that can be stored in their cubby for easy access. *For sanitary purposes, all water bottles are kept inside the classroom.*

In the Infant and Toddler program, parents provide all food and snacks.

Nutritious lunches are provided by the parents. Food can be heated by the Teachers in the microwaves equipped in each Classroom. **Send lunch items in BPA-free containers.**

Include fruit juice, milk, or water only.

NO NUT PRODUCTS, SODA OR CANDY.

CAUTION: Carrots and grapes are dangerous for children under 3 years old.

COOKING ACTIVITIES

Throughout the year, Classrooms may conduct cooking/baking activities.

If your child has an allergy other than nut products, please be sure to notify the Preschool Office of your child's allergies or food restrictions. This ensures adjustments to recipes or adding an activity in which your child may participate.

INVITATIONS + PLAYDATES

Unless every child in the classroom is invited to a party or playdate, invitations should be emailed, mailed to the home, or placed in the children's files at school. A School Directory can be requested in the Preschool Office.

BIRTHDAYS

The Infant Toddler age group does not participate in birthday celebrations at Preschool.

Preschool families are welcome to celebrate their child's birthday with a special snack; arrangements can be coordinated with the Classroom Teacher.

All food brought into the Preschool to share MUST be commercially made & MUST BE NUT FREE.

Please read ingredient labels

The following snacks are **APPROVED** for birthday celebrations:

Jell-O Cups
100% Fruit Juice Bars
Fruit Snacks
Pudding Cups
Fresh Fruit

Birthdays are also celebrated with birthday crowns and songs.

PLEASE DO NOT SEND GIFTS OR PARTY FAVORS.

ATTENDANCE

ABSENTEE LINE 949.502.8778

Notify the school if your child is unable to attend that day. We appreciate knowing whether your child is ill or absent for another reason.

NOTIFY US IMMEDIATELY if your child has a contagious disease. We must notify parents and Teachers that they or their child may have been exposed. Call the main line to report that your child will be late for class: (949)552-1967.

REST PERIOD

INFANT TODDLER and FULL DAY *only*

According to the California Code of Regulations, Title 22, Section 101230, children in care must be allowed to rest or nap without distractions:

- Children under five years old must have a napping/resting space and a cot or mat
- Centers that serve children in Half Day programs are not required to schedule napping periods or have napping equipment
- Children cannot be forced to stay awake or in the napping area for longer than the normal napping period

For children who cannot sleep, individualized activities are provided.

Infant Toddler, Two's, Preschool, and Transitional Kindergarten children will need a sheet and blanket (a small pillow is optional) that are transported to and from home in their school basket.

Napping/resting items are to be taken home at the end of each week, laundered, and returned at the beginning of each week.

EMERGENCY PREPAREDNESS

Each month, the entire school participates in one of the following emergency drills: fire, earthquake, or intruder.

A one-time Emergency Supply Fee of \$20 is included in each child's admission fees. Supplies are stored on the Preschool Campus.

In the event of an evacuation, Deerfield Park is designated as our safety site, located on Deerwood and Irvine Center Drive, between Yale and Culver.

CLASSROOM CUBBY SPACE

INFANT TODDLER and FULL DAY *only*

We serve many children. To help keep everything organized, a school basket is provided for your child(ren) to use in their assigned Classroom cubby. The basket stores anything the child might need throughout the day: extra clothing, naptime bedding, and lunches.

HALF DAY *only*

A small backpack is needed to store your child's belongings. INCLUDE: a complete change of clothes (socks, shoes, underwear) and a water bottle.

APPROPRIATE SCHOOL ATTIRE+ EXTRA CLOTHING+PERSONAL ITEMS

Children should attend school in clothing and shoes that allow them to experience all aspects of our indoor and outdoor programming.

Appropriate clothing and shoes include play clothing that may get soiled from (art, sensory, and outdoor play) with closed-toe tennis shoes/sneakers.

Inappropriate clothing and shoes include costumes of any kind, crocs, cowboy boots, open-toed sandals, jellies, slick-soled shoes, and costume shoes.

(Children will have dress-up and pretend play opportunities in our dramatic play areas)

Provide two full sets of extra clothing for toileting accidents, messy hands-on activities, or mishaps: juice spills for example.

The extra sets should include a complete change of pants, weather-appropriate shirts, underwear, socks, and shoes. All items should be clearly labeled with the child's name. Clothing should be placed in a well-marked zip-lock bag so that soiled clothing can be sent home. All clothing items are to be stored with the child's belongings.

Personal Items should be clearly labeled, including but not limited to, clothes, shoes, and personal items. GSP will not be responsible for lost, stolen, broken, or damaged items.

Toys from home are not allowed. Please do NOT allow your child to bring money, candy, toys, etc. to school.

We understand that your child may need a transitional item in the morning. Books and stuffed animals are encouraged. ONE small transitional item that can fit inside your child's cubby only.

SEPARATION ANXIETY

Separation anxiety is a normal stage of development. If your child has a difficult transition, there are several options to help make this an easier adjustment.

- a. Parents can help with this transition by having a consistent drop-off and pick-up routine.
- b. If your child continues to have a difficult transition, you are welcome to spend additional time in the room with your child or pick him/her up early.
- c. We may ask for your assistance in limiting your entering and leaving the room frequently within the course of the day or from watching your child from the doorway and/or windows where the child can see you. These behaviors can be upsetting to the child.
- d. If your child continues to cry without engaging in activities in the room for one hour, we will notify you by phone. Teachers and parents can decide together if the child needs to be picked up from school.
- e. Please call the office if you have any concerns. We want to put your mind at ease and are happy to check with the Teachers about your child.

BOTTLES, DIAPERS, TOILET LEARNING

Infant Toddler Program: Bottles are ONLY used in the Infant Toddler Program. Diapers for "non-walkers" are checked every hour and a half and changed as needed. "Walkers" are checked every two hours and changed as needed. Pacifiers are given in the Infant Toddler Room.

Purple & Green Rooms: Diapers are checked every two hours and changed as needed. Toilet learning begins in these Classrooms. Pacifiers can be used during naptime ONLY. "Sippy" cups are not used. When a toddler is showing interest in using the toilet and signs of Toilet Learning Readiness at Preschool, your child's teacher will meet with you to discuss the next steps to guide, help, and encourage your child's initiatives in using the restroom. A Toilet Learning Agreement will be reviewed and signed by both the Family and the teacher.

Blue, Yellow, Red, Orange, and Silver Rooms: Children are expected to have completed Toilet Learning upon enrollment.

Half-Day: Bottles and pacifiers are not given to the children. Children are expected to have completed Toilet Learning upon enrollment.

VOLUNTEERS

Family Members are invited to share their special talents and gifts with the children and staff of GSP.

There are many ways to help; filing for the office or projects that can be done at home.

Volunteers must be able to provide proof of the California Senate Bill 792 vaccination requirements, this includes a TB Clearance or assessment, Pertussis, Measles, and Flu.

Volunteers are required to check in at the Preschool Office to sign in and receive a name tag.

GUIDANCE AND BEHAVIOR POLICY

At Good Shepherd Preschool, we believe that social-emotional learning during the early years of a child's life sets a positive foundation for their future growth and learning. We use [the Pyramid Model](#) for Promoting Social and Emotional Competence in Infants and Young Children (Pyramid Model) to achieve this. The Pyramid Model provides a framework of evidence-based, developmentally appropriate practices to promote young children's social, emotional, and behavioral outcomes from birth to five years old. Pyramid Model practices are embedded throughout the daily activities.

Our Commitment to Families: We are dedicated to nurturing each child's uniqueness while fostering a deep respect for others. We recognize that families play a crucial role as the most significant adults in a child's life. We actively promote mutual respect between families and Teachers. Daily communication between families and our staff is highly encouraged, and our doors are always open to welcome and engage with families. If a child needs additional support in learning social-emotional skills, we will collaborate with the family to develop strategies and interventions. When families have concerns about challenging behaviors exhibited by another student, parents **must** bring concerns directly to a Teacher or GSP administration and **not** approach the child's family.

Our Commitment to a Nurturing Learning Environment: The Pyramid Model includes practices for building nurturing and responsive relationships with children and positive relationships with families as the foundation. We believe this is essential for promoting children's learning. The Pyramid Model also provides practices to establish a predictable environment, a balanced schedule of child-directed and Teacher-directed activities, and strategies for supervising and guiding children to promote their engagement in learning.

Our Program's Behavior Expectations: At GSP, we teach three program-wide behavior expectations to children. These expectations provide a common language for describing expected pro-social behaviors. Simple rules are created to help reinforce our program-wide expectations. ***These expectations are: We are safe; We are kind; We are respectful.***

Behavior Has Meaning: We know that young children might engage in developmentally appropriate behavior that feels unacceptable to adults. These behaviors are a form of communication. These behaviors communicate a variety of messages, such as wanting an object or attention or wanting to avoid an activity or interaction. Children often engage in challenging behavior when they don't know how to communicate a complex emotion like frustration or anger. Teachers commonly respond to children's challenging behavior by redirecting them to more appropriate behavior, guiding them to express their needs, or helping them use social-emotional skills to regulate or cope with their strong emotions.

Preventing and Addressing Challenging Behavior: With the application of the Pyramid Model, our Teachers implement practices to help diminish challenging behavior and promote social-emotional skill development with all children. Some children may need additional support in learning social-emotional skills. To support children exhibiting *persistent challenging behavior, see the process below. This entire process could take a minimum of three months to complete. Preschool Administration will:

1. Team with the family to develop an Individualized Behavior Intervention Plan to help diminish persistent challenging behavior.
2. Communicate/meet with the family weekly to assess the effectiveness of the support provided and the child's progress in the program and at home.
3. Direct the family to additional outside resources including but not limited to early childhood mental health professionals to maintain the child's safe participation in the program. (The family will be financially responsible for these resources, if applicable.)
4. Should all resources be exhausted without the child's persistent challenging behavior diminishing, we will work with the family to identify a program where their child can be successful and will guide and support the family through moving to a different program.

*Persistent Challenging Behavior is defined as behavior that continues despite consistent appropriate intervention, interfering significantly with daily learning and routines, and/or poses a safety risk to themselves or others.

REPORTING SUSPECTED CHILD ABUSE

The Department of Social Services, Community Care Licensing, mandates that "an employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

NOTIFICATION OF PARENTS RIGHTS

INSTRUCTIONS:

This form is intended to meet the requirements of California Health and Safety Code sections 1596.857 and 1596.859, which pertain to the rights of parent(s) or guardian(s) to inspect the childcare facility their child attends. The facility is required to:

1. Post this notice in a prominent place.
2. Make sure the child's parent(s) or guardian(s) completes and signs the acknowledgment portion of Parents' Rights on Form #6 in the Good Shepherd Preschool Admissions Materials.
3. File the signature (Form #6) in the child's record and give the parent(s) or guardian(s) a copy of the Parents' Rights to keep.

PARENTS RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the childcare center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the childcare center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the childcare center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the childcare center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

PERSONAL RIGHTS

Child Care Centers

PERSONAL RIGHTS: See 101223 for waiver conditions applicable to Child Care Centers. (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationship with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s), of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

COMMUNITY CARE LICENSING
750 City Drive South, Suite 250
Orange, CA 92669
714.703-2800

INSPECTION AUTHORITY OF THE DEPARTMENT OF SOCIAL SERVICES (TITLE 22 SEC.101200)

- (b) The Department 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.
- (c) 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).
- (1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.
- (d) The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

IMPORTANT INFORMATION

CAREGIVER BACKGROUND CHECK INFORMATION

The law requires that the Community Care Licensing Division check the criminal background of all adults who apply for a license to operate a community care facility. We also check the criminal background of all adults who want to work, reside in or have contact with clients being cared for in a community care facility.

What is a background check?

As part of the background check process you must be fingerprinted and tell whether you have ever been convicted of a crime other than a minor traffic violation. The Department of Justice and the FBI will check your fingerprints against their criminal record information. If you **will** have contact with children, your name will be checked against the Child Abuse Central Index registry. This is a listing of people who have been reported for suspected child abuse. If you have not been convicted of a crime and have no child abuse history, you will be given a "clearance."

What if I have a criminal conviction?

If you were ever convicted of a crime, other than a minor traffic violation, even if it happened a long time ago, you cannot own, live or work (including some volunteers) in a facility unless we give you an "exemption." If the Department of Justice notifies us that you were convicted of a crime, we will notify the facility operator that an exemption is needed. If you were convicted of a serious crime or if you are on supervised probation after being convicted of a crime, you probably won't be given an exemption.

You do not qualify for a criminal record exemption if you have ever been convicted of a serious crime such as robbery, sexual battery, child abuse, elder or dependent adult abuse, rape, first degree burglary, arson, or kidnapping. These kinds of crimes are **nonexemptible and if you were convicted of one of them, by law you will never be allowed in a facility.**

How do I get a criminal record exemption?

As part of the request for an exemption, the facility operator or you must send us convincing proof that you are of good character in spite of your conviction. We will review any information you submit as well as the number and type of crimes committed, how long ago the crime(s) happened, what kind of work you will be doing and whether you will be working with children, adults, or the elderly. *(You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7.)* If we find that you were not truthful in the information you submitted for your exemption, we will deny your exemption request. In most cases, if you are currently on supervised probation or on parole you will **not** be granted an exemption. If your exemption is denied, and you are married to or living with someone who is applying for a license and care **will** be provided in your home, his or her application will be denied because everyone who lives in the home must have a clearance or exemption. If a criminal record exemption is granted to you and you later move, or want to work in a different facility, your exemption will be re-evaluated based on your new role and our current laws, regulations, and policies. If you are arrested or convicted after an exemption is granted to you, your exemption may be cancelled. If you are married to or living with someone who is licensed, and care is provided in your home, the facility license may be suspended or revoked.

You are strongly encouraged to read the licensing criminal record exemption regulations to find out the amount of time that must pass following your conviction, before you can qualify for an exemption. Some convictions require longer periods of time following conviction than others. The regulations and other information can be found on our web site at www.cclcd.ca.gov.

How long does the criminal record exemption process take to complete?

If you do not have a criminal record, a clearance is normally available in a few days. If an exemption is needed, it may take three months or longer to complete the process.

DISCLOSURE OF CRIMINAL RECORD EXEMPTION INFORMATION UNDER THE CALIFORNIA PUBLIC RECORDS ACT

If you are granted a criminal record exemption, your name will be given out to the public, upon request. If you own a facility and you have staff, residents or volunteers who have a criminal record exemption, the name of your facility will be given out to the public, upon request.