

# destiny christian PRESCHOOL

~ A Ministry of Destiny Christian Church ~

## Parent Handbook ~ Policies & Procedures

Updated April 2024

### **Welcome to Preschool!**

Thank you for choosing Destiny Christian Preschool. We are excited to partner with you, your child and your family as we provide an early childhood Christian education filled with excellence that will meet the spiritual, social, emotional and relational needs of your child. We want your child to develop a solid spiritual and educational foundation that will last a lifetime. We strongly value partnering with parents and firmly believe that a partnership must include teamwork and team decision-making in the best interests of the child. We are dedicated to making an academic investment based on biblical values in each child.

Destiny Christian Preschool was started in 2009 as an academic institution that operates as a ministry of Destiny Christian Church. We offer extended hours in the morning and late afternoons as a courtesy for parents who request it and identify ourselves as an academic institution that values high academic standards, community partnership, and biblical infusion through all subjects. We have found that empowering children to make healthy choices in their preschool years allows them to be successful in their elementary school years. With that in mind, we look for opportunities daily to guide and allow children to make healthy choices. This parent handbook has been compiled to acquaint you with our philosophies, policies and procedures. Please take time to read through this entire handbook and familiarize yourself with our school and our ideals.

### **Teaching Philosophy**

At Destiny Christian Preschool we believe the family is the first framework for children to learn socialization and cognitive skills. Our goal is to support and continue this process by emphasizing growth and development of the whole child in five key areas of development:

**Physical Development** – focusing on fine and gross motor skills

**Emotional Development** – building a positive self image

**Social Development** – exhibiting respect for self and others

**Intellectual Development** – developing positive attitudes toward learning

**Spiritual Development** – promoting the love of God

We are a Christ centered school that offers excellence in education utilizing components of the Core Knowledge Preschool Sequence while supplementing it with Purposeful Design Bible curriculum.

As children blossom into preschoolers and beyond, the scope of our ministry expands to provide age appropriate activities for every child. At Destiny Christian Preschool, we believe that a child's play is a child's work. Children learn how to develop a sense of self as well as how to share and relate with others by playing with manipulative toys, hearing stories, role playing, listening to music, and enjoying playground time as well as sharing snacks through small group and large group times.

Destiny Christian Preschool functions primarily as a preschool with core classroom learning experiences in the mornings. Our program is designed to help young children develop autonomy. We do this with the belief that teachers provide an engaging environment for children to learn, teachers model age appropriate language of instruction, teachers follow a predictable routine, and teachers create a sense of wonder and excitement in the classroom. This allows children the freedom to decide how to participate in their learning.

### **Mission Statement**

Our mission is to help kids become freely and fully devoted to knowing and honoring God with their words, actions, thoughts, resources, relationships and God-given uniqueness while building firm foundations of truth spiritually, socially, academically, and physically.

## **What We Offer**

Destiny Christian Preschool strives to partner with parents as we work together to help your child meet age appropriate educational, developmental, social and spiritual goals.

Enrollment in Destiny Christian Preschool is open to children who are ages two by September 1<sup>st</sup> of the current year up to five years old. We will assist two year old children with toilet training. Children who enroll at age two and a half, three, four, or five, must be toilet trained. Children with special needs, and those who require the assistance of a specially trained tutor or aide, will be admitted on an individual basis with due consideration to the program offered and the needs of the child. No child will be excluded on the basis of gender, race, religion, or ethnic background.

Our scripturally based curriculum will enhance children's faith and character qualities in ways that honor Christ. Our teachers utilize components of the Core Knowledge Preschool Sequence and supplement it with Purposeful Design Bible curriculum. Children learn basic Bible knowledge, that God loves them, created them and has a plan for them, and how God's word relates to the world around them.

Our center is licensed by the state of California (LIC #313615892) to accommodate 120 children onsite and is a member school of the Association of Christian Schools International (ACSI).

## **Chapel**

All classes will participate collectively in Chapel Worship Time Monday - Thursday as a classroom activity in each wing.

## **Preschool Team**

At Destiny Christian Preschool, every member of our team loves children and the Lord. All members of the preschool team including the director, teachers and teaching aides are strong Christians with a personal relationship with Jesus Christ as Lord and Savior. Members of our teaching team attend and support local Bible-based churches in our area on a regular basis to ensure their ongoing spiritual growth. In addition, each teacher has completed formal training including a minimum of 12 units of Early Childhood Education. Teaching Aides who possess at least 6 ECE units, are enrolled in classes to obtain a minimum of 12 units. All team members, including substitutes, hold a criminal background clearance with the California Department of Social Services. Team members are strongly encouraged to continue their professional education. Team development is conducted throughout the year and includes in-house workshops as well as attending seminars. At all times, there is a team member trained in CPR and First Aid on-site. Substitutes may be used from time-to-time due to team member illness, time off, or scheduled vacations.

## **Hours and Late Pick Up Fees**

Destiny Christian Preschool is open Monday through Friday from 7:00am to 5:30pm. Our Half-Day Guided Play class takes place daily from 8:30am – 12:00pm. Our Full-Day Preschool and Pre-Kindergarten classes' core learning experiences take place daily from 8:30am – 3:00pm. Destiny Christian Preschool offers before preschool and after preschool extended care through our Extended Day Ministry. Our morning ministry runs from 7:00am – 8:15am and our after school ministry runs from 3:00pm – 5:30pm. Your child must be enrolled in a preschool class to qualify for Extended Day Ministry.

Contracted times are noted on your registration paperwork. The parent of any child remaining in Preschool after their contracted pick up time will be charged \$1.00 per minute for every 1 minute that they are late; the same \$1.00 per minute rate applies to students remaining after 5:30pm. If a parent/guardian arrives after 5:30pm, the time the school closes, more than three (3) times during a school year, the late pick up fee increases to \$5 per minute for the remainder of the school year. A child may be dismissed from the preschool program if a parent/guardian arrives after 5:30pm more than 5 times during the school year. When a parent arrives late, they must pay the required late fee no later than the next school day.

Children contracted to pick up at 12:00pm may not extend their day beyond 12:00pm.

## **Drop in Care Rates & Policies**

Parents must give at least 48 hours notice to the email [office@destiny.school](mailto:office@destiny.school) if they wish to have their child drop in on a day they do not normally attend preschool. In the event of an emergency it is at the sole discretion of the director or assistant director to make an exception if a parent is unable to give 48 hours notice. If the drop in option is used, the payment owed will be billed to the financially responsible party in FACTS at the time of the request. The office staff must approve the request and that decision is based on classroom capacity and ratios. Drop-In rates are as follows: \$50 per day. When classes are at capacity, the drop in option will not be available.

## **Preschool Class Placement**

Children may begin attending Destiny Christian Preschool when they are 2 years old on or before September 1<sup>st</sup> of the current year. Children can be enrolled, but may not start until their second birthday. Children are accepted from ages two through five. Children should be ready for a group experience in a school environment to benefit from our program. Very young children should be familiar with feeding themselves using spoons and forks. Our teachers are trained to deal with separation anxiety and will assist a parent and child through the transition if the child has a hard time separating from the parent. We ask that parents give their child a hug, reassure their child that they will return to get them and say goodbye. We promise that we will not let your child cry for more than 10 (ten) minutes. Most children stop crying within that 10 (ten) minute period with redirection. Children who are still upset after 10 (ten) minutes are taken for a short walk and then returned to class. Our teaching team will provide a child additional comfort until the child settles into the classroom routine. In rare instances, we may call a parent whose child continues to be upset for an extended period of time. Parents are encouraged to use the classroom messaging system (Class Dojo) to check in on their child if morning drop off time was a concern. The office team is always happy to check on a child.

Children must be enrolled in a morning class to participate in before/after school activities. At this time, Destiny Christian Preschool does not accept children who attend preschool or elementary school at another school and wish to attend our Extended Care Ministry. At this time, we do not offer classes that only meet in the afternoons.

Drop off and pick up will take place outside the building and children will be escorted to their classrooms by a DCP Team Member. Parents/Guardians/Visitors will be unable to enter the building.

## **Classes**

Classes change annually based on enrollment needs. Our offerings include:

- Full-Time 2 year olds who are not yet toilet trained - *must turn 2 by September 1<sup>st</sup> of the current year*
- Part-Time 2 year olds - 5 year olds who must be fully potty trained
- Full-Time must be potty trained and turn 3 by September 1<sup>st</sup> of the current year
- Full-Time must be potty trained and turn 4 by December 31<sup>st</sup> of the current year
- Full-Time 4 and 5 year olds

Classes are offered on Monday/Wednesday/Friday, Tuesday/Thursday, or Monday - Friday based on the child's age/pick up time. Please see the tuition chart for the current class offerings.

## **Toilet Training**

Pull-ups with repositionable sides must be used by all two year old children enrolled in our full-time program who are not toilet trained. Diapers are not appropriate in our preschool environment for any child enrolled. We will assist in the toilet training process as needed only in our full-time two year old program. Children who are toilet training must be familiar with the concept of pulling up and pulling down their pants and do so regularly. "Accidents" do happen occasionally. All children in Preschool must have a full set of clothing (including underwear or pull-ups) kept in their backpack in case of such accidents. Children who require pull-ups must bring and wear the kind with repositioning sides. Parents of children who run out of pull-ups will be charged \$4.00 for each pull-up the school provides.

Toilet training is provided as a courtesy to parents at no additional cost for two year old children. Children who begin at our school at two years old and turn 3 years old while in our program must be potty trained by the following school year to continue in our program unless a doctor's note is provided citing a medical reason that a child is not able to be toilet trained. Children with fall birthdays who attend the two year old program, and remain two years old when the next school year begins, must be potty trained to continue attending school in August of the year they turn three.

Our toilet training guidelines are designed to promote small successes that build upon each other. Children are required to wear pull-ups with repositionable sides. During the school day children who are toilet training are encouraged to use the restroom every 30 minutes on a rotating basis. Teachers use verbiage such as, "Susie, it is your turn to go potty." Children are not given an option, they are lovingly required to sit and try. Parents should let their child's teacher know if their boys should sit or stand using the potty. Children are taken in small groups so they become comfortable with waiting their turn and watching the process. Children should be able to pull up and pull down their pants on their own and possess an understanding of the terms "pull your pants up" and "pull your pants down".

Destiny Christian Preschool recognizes that each family has a unique approach to toilet training. We will do our best to support a parent's decisions regarding your child's readiness for underwear. However, we recommend the following for optimal success: once a child consistently stays dry in a pull-up for 3 hours here at school for two weeks

in a row, the child's teacher will notify parents via email or our classroom messaging system that the teacher is ready to have a child start wearing underwear to school. When a child transitions to underwear, please pack 5 to 6 pairs of additional underwear and 4 to 5 pairs of pants/shorts in the child's backpack as accidents during this transition may occur. If a child has two accidents while wearing underwear within the same day, the child will be placed in a pull up for the remainder of their school day.

Parents are asked to dress their child in clothing that is free of complicated fasteners and instead, elastic waist bands are preferred. Jeans with snaps, zippers or buttons and overalls are not appropriate for children who cannot manage those fasteners independently.

If multiple daily accidents continue to occur for a period beyond two weeks after a child has transitioned to underwear, the teaching team will recommend that a child continue to wear pull-ups at school. We will suggest trying underwear again when a child's pull-up is consistently dry again for 3 hours over a period of two weeks.

Please direct toilet training questions to your child's teacher first, then to the coordinator or director for clarification.

### **Tuition Rates 2024-25**

The Destiny Christian Preschool school year program runs from August – May. Preschool tuition is calculated on annual costs from August to May and then divided into 10 equal monthly payments. All tuition rates are based on a monthly amount. No discounts will be given for holidays, field trips, or days missed because of vacation or illness. Children enrolled in Extended Day Ministry pay a flat rate for the am care option per the tuition chart shown below. Rates for Extended Day Ministry will not be prorated for actual hours attended that vary from day to day or week to week. Only the director may make an exception for this policy.

## **2024 - 2025 PRESCHOOL TUITION RATES**

### MONTHLY RATES

**\$225 Annual Registration Fee**

DAYS PER WEEK	8:30am - 12pm No Lunch	8:30am - 3pm AM Snack & PM Snack	8:30am - 4pm AM Snack & PM Snack	8:30am - 5:30pm AM Snack & PM Snack
	* 2yrs-5yrs Half-Day	2yr * Full-Day 3yr * Full-Day 4/5 Pre-K * Full-Day	2yr * Full-Day 3yr * Full-Day 4/5 Pre-K * Full-Day	2yr * Full-Day 3yr * Full-Day 4/5 Pre-K * Full-Day
<b>2 DAYS</b> 7:00am - 8:15am drop-off + \$80	<b>\$300</b> T / Th	<b>\$450</b> T/Th	<b>\$485</b> T/Th	<b>\$545</b> T/Th
<b>3 DAYS</b> 7:00am - 8:15am drop-off + \$105	<b>\$405</b> M / W / F	<b>\$600</b> M/W/F	<b>\$650</b> M/W/F	<b>\$705</b> M/W/F
<b>5 DAYS</b> 7:00am - 8:15am drop-off + \$165	<b>\$690</b> M - F	<b>\$825</b> M - F	<b>\$880</b> M - F	<b>\$945</b> M - F

ANNUAL REGISTRATION FEE = \$200 for returning families who re-enroll within the priority window, the price increases to \$225 for returning families who enroll after the priority window closes. New families pay a registration fee of \$225 for until May 31st and \$250 after June 1st.

Tuition payments are paid via credit card or bank account within our FACTS tuition management system. Payments may be made monthly, bi-monthly, or bi-annually. Returned payments incur a \$30 processing charge. Accounts that become thirty days delinquent will result in suspension of the student until the account is current. The student will be readmitted when all past due bills are paid unless other arrangements are made with the director.

After the first day of school, new students enrolling on the 1st-15th of any month will be required to pay the full month's tuition on their first day of attendance. New students enrolling on the 16th-31st of any month will be required to pay half of the monthly tuition amount on their first day of attendance.

A \$25.00 discount per child is given to families with two or more children enrolled at the same time, including elementary school.

### **FACTS Family Portal**

Resources for enrolling, updating student data, printing payment statements, and changing account information for tuition payments may be completed by logging into the FACTS Family Portal at [www.factsmgt.com](http://www.factsmgt.com). The school code is: DEST-CA.

### **Extended School Absences**

From time to time, some families travel out of the state or country and a child may miss school for an extended period of time typically in excess of 30 calendar days. If the parent wishes to retain their child's spot upon their return, a full month's tuition payment is required to be paid in advance to hold the child's class placement. At least two weeks advance notice of the absence must be given to the DCP Office. Parents who choose not to pay this fee or not to give the school advance notice of the extended absence will forfeit their child's current class placement. The child will be placed at the bottom of the waiting list and may return to class only when/if a space becomes available. Please see the director with specific questions regarding this policy.

### **Teacher : Student Ratios**

At Destiny Christian Preschool low teacher:student ratios ensure your child has the best school experience possible. In our youngest two year old class we set the maximum student capacity at 14 with 2 teachers for a 1:7 teacher:student ratio. In our three year old classes we set the maximum student capacity at 16 with 2 teachers for a 1:8 teacher:student ratio. In our 4 year old and Pre-K classes we set the maximum student capacity at 18 with 2 teachers for a 1:9 ratio. Most classes have a 1:12 teacher:student ratio.

### **Group Tours**

Please visit our website to view a virtual tour or sign up on our website to schedule a tour.

### **Meet the Teacher**

The first Monday of August the school hosts Meet the Teacher where families may meet their child's Teacher, see their new classroom, and become familiar with their new surroundings.

### **Waiting List**

When enrollment in a particular classroom has met capacity or licensed capacity has been met for a certain day of the week school wide, a waiting list will be implemented. An online application must be submitted and then a child's name is placed on the waiting list in the order it was received. When a space becomes available, the parent of the first child on the waiting list is notified via text and email that a space is now available. Parents have 48 hours to respond via text or email to accept the available space for their child. If a parent does not respond, the spot is offered to the next child on the waiting list and continues until a parent takes the available spot. There is no way of knowing how quickly spots will open up.

### **Arrival & Pick-Up**

Children must be checked in and out daily by an authorized adult who provides the teacher assisting with check-in a five digit authorization number. Each parent/guardian/authorized pick up individual is given a 5 digit code and may check the FACTS system at any time to find their code or the code of an authorized pick up individual. Adults who pick up should be prepared to show photo ID in the event that the teacher does not recognize the pick up person.

Drop off and pick up will take place outside the building and children will be escorted to their classrooms by a DCP Team Member. At the end of the day, students wait in the hallway until called to the door by a teacher.

Drop Off windows will be strictly adhered to based on a child's schedule as listed below, as will pick up. If a drop off or pick up window is missed, parents/guardians will need to wait for the next drop off/pick up window and late pick up fees will apply.

**Drop Off Window for Morning Care** 7:00am-8:15am Drop off may take place at any time within this one hour time

frame. Families who arrive after 8:15am will wait until the drop off doors re-open at 8:30am.

**Drop Off Window for School** 8:30am – 9:15am After the 9:15am drop-off window, children will need to be admitted before 11am. Preschool children may arrive after 9:15am, but before 11am due to a scheduled medical, dental or mental health counseling appointment. Notification must be given to the school office 24 hours in advance by emailing [office@destiny.school](mailto:office@destiny.school). A doctor's note or receipt of services performed must be shown at drop off. No students may be dropped off after 11am.

### **Pick Up Windows**

12:00pm Pick Up Window	11:55am – 12:15pm
3:00pm Pick Up Window	2:55pm – 3:15pm
4:00pm Pick Up Window	3:55pm – 4:15pm
5:30pm Pick Up Window	4:30pm – 5:30pm

These are the only pick up times available. Parents/Guardians who miss these pick up times, must wait for the next pick up window and will be charged late fees. There are exceptions, see the Early Release for Any Reason section below - this requires advanced notification.

Drop Off and Pick Up Locations will take place outside the preschool doors.

Please DO NOT leave infants, toddlers or young children under 6 years old unattended in your car (regardless of whether the engine is running or not) while you drop off or pick up a DCP preschooler. It is not safe, nor is it legal, unless there is a child 12 years or older in the car. Our 5 minute parking spots are not designed so infants, toddlers, or children under 6 remain unsupervised in a vehicle while drop off and pick up of preschoolers is taking place. If you have young children in your car and you need assistance at drop off or pick up please call the preschool office at 916.788.2827 and press 0. If someone is available in the office we will answer and be happy to assist you. Parents who violate this policy may be subject to immediate termination from our program as leaving young children under 6 unsupervised in a car is considered child endangerment.

### **Late Drop Off Due to Medical Appointments**

Preschool children may arrive after 9:15am, but before 11am due to a scheduled medical, dental or mental health counseling appointment. Notification must be given to the school office 24 hours in advance by emailing [office@destiny.school](mailto:office@destiny.school). A doctor's note or receipt of services performed must be shown at drop off. No students may be dropped off after 11am.

### **Early Release for Any Reason**

Preschool children may be picked up outside the scheduled drop off times only with advance notice to the school office. Notification must be given to the school office 24 hours in advance by emailing [office@destiny.school](mailto:office@destiny.school). Children who leave school may not return to school the same day.

### **Dress Code**

Destiny Christian Preschool does not require a uniform for preschool children. We ask that you dress your child in simple clothing free of complicated fastenings that he/she can manage easily for his/her bathroom needs. To account for weather changes, we advise you to dress your child in easily removable layers. Remember that since a child's play is a child's work, your child will enjoy a busy, hands-on and possibly "messy" day at Destiny Christian Preschool, so please dress your child accordingly. Children should wear clothing that encourages movement. Girls who choose to wear skirts and/or dresses must wear shorts underneath. Overalls are not permitted in preschool.

For your child's safety, we recommend tennis shoes. Please no thongs, cowboy boots, sandals, flip-flops, rain boots or open-toed shoes. Children wearing flip-flops or sandals without a heel strap will be asked to return home to change their shoes. Children who insist on wearing rain boots to school must have a change of shoes in their backpack.

### **What to Bring**

All children should bring a full size backpack each day containing a complete set of extra clothes including shirt, pants/shorts, underwear and socks. When a child uses these extra clothes, we will place the soiled clothes in a plastic bag and attach it to the child's backpack. If a child needs additional clothing due to multiple accidents or in the event that no clothes are found in a child's backpack, the school has emergency clothing. When your child wears our emergency clothing home, parents are asked to wash and return at their earliest convenience.

Children are encouraged to bring a water bottle with a lid the child is able to open and close. Please label the child's water bottle with their name.

Weapons of any kind, including, but not limited to toy guns, squirt guns, nerf guns, swords, knives, etc. are not appropriate items to bring to school at any time for any reason, including share. Talk of weapons at school is prohibited.

Please label your child's possessions: jacket, sweater, backpack, water bottle, blanket, stuffed toys, etc. with your child's first and/or last name.

Destiny Christian Preschool will not be held responsible for any lost or stolen items and will not reimburse for lost jackets/coats or other lost items.

### **Sample Schedule** (Individual Class Schedules May Vary)

7:00 Doors to the Center Open ~ Morning Extended Day Ministry Opens  
8:00 Centers and Exploratory Play  
9:00 Welcome  
9:05 Centers / Arts  
9:35 Clean Up  
9:40 Calendar, Bible / Circle  
9:50 Share & Hand Washing  
10:00 Snack  
10:15 Restroom  
10:25 Centers / Writing  
10:45 Circle / Story Time  
11:00 Outside  
11:30 Exploratory Play  
11:50 Clean Up / Wash Hands  
12:00 Lunch  
12:20 Restroom  
12:30 Books/ Dismissal for half-day students  
12:45 Nap or Rest  
1:15 Afternoon recess for classes that do not nap  
2:45 Wake Up / Restroom  
3:00 Books / Dismissal  
3:15 Snack  
3:30 Afternoon Activities  
5:30 Center Closes

### **School Closings**

Destiny Christian Preschool shall observe the following holidays:

Labor Day  
October Teacher in service day (held at the school's discretion)  
Thanksgiving Break (The entire week of Thanksgiving)  
Christmas Break (The last two weeks of December/first week of January depending on when Christmas falls)  
New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Spring Teacher in service day (depending on when Easter is observed and held at the school's discretion)  
Easter Break (The week before Easter and the Monday following Easter)  
Memorial Day  
Independence Day

### **Birthdays/ Special Events**

Birthday children will be honored as close to the day of their actual birthday as possible and will receive special recognition in the classroom. Parents may bring treats to celebrate a birthday; however a healthy snack must accompany the treat. Unless the entire class is included, all birthday correspondence such as cards, invitations and thank you notes must be distributed off campus.

In addition, each class may dedicate a portion of the class time to celebrate special occasions (Fall Harvest, Thanksgiving, Christmas, 100 Days of School, Valentine's, Dr. Seuss' Birthday, and Easter are some of the ways we celebrate). The teacher will post a sign-up sheet for parent hosts, special snacks or other supplies.

Annually the school hosts a Christmas Performance in which the students perform. It is generally held the Friday in December before Christmas break. School closes at noon after the performance. An End of the Year Picnic is also held at the end of the school year on the last day of school. School closes at noon on that day as well.

### **Snacks**

Our goal is to educate children in proper nutrition and healthy eating habits. Morning and afternoon snacks will be prepared by the school. Snacks provided are healthy and include fruits, vegetables, dairy, and grains. Sugary snacks will not be consumed during class, with the exception of birthday treats. When sending a birthday treat, teachers prefer small cupcakes or mini cookies.

All birthday treats brought in must be pre-packaged, no homemade treats may be brought to share.

We are a nut free school environment in preschool. Due to allergies requiring the presence of an epi-pen onsite, peanut butter and other nut products will not be on the snack list.

*A sample of an appropriate morning snack might be: 1 oz of whole wheat crackers (approx 5); 1 oz of cheese; ½ banana*

*A sample of an afternoon snack might be: 1 Graham cracker sleeve; 1 applesauce pouch*

### **Lunch Program**

There will **NOT** be a lunch program available this school year. **Students will need to bring a lunch from home to school each day.** Lunches should consist of protein, grains, fruits, and vegetables. Sugary foods and juice boxes will not be served to students, so save treats for home. We do not have refrigeration or a microwave available.

**Lunches must be nut/peanut free. This means NO peanut butter as well.** A great way to help with portions is using kids Bento Boxes with small sections for each food, allowing for dips for the fruits/vegetables and appropriate portions. A Bento Box we recommend is by the brand Bentigo and can be found on Amazon with all different color/pattern options. Be sure to label your child's container with their name.

*An appropriate lunch might be: rolled up turkey & cheese, carrots & ranch, apple slices and whole wheat crackers.*

### **Nap/Rest Time**

DCP offers Nap Train for all two and three year old students and Rest Train options for four and five year old students. We understand as children get older they have different napping needs. All children in the two and three year old classes nap, even if they turn four in the middle of the school year. All children in the Pre-K wing rest on a mat for approximately 30 minutes. Children are not required to sleep, however, those who do fall asleep are allowed to continue sleeping until they wake up. Children not asleep play quietly with centers until napping children wake.

The Nap Train prepares for nap between 12:30pm and 12:45pm and nap time is from 12:45pm - 1:00pm until 2:45pm. Children who nap must provide a crib sized sheet to cover the mat provided by the school along with a blanket, small pillow or stuffed animal provided it fits in the child's backpack. These items will be kept in a child's backpack. It is the parent's responsibility to wash the sheet each weekend. Children on the Nap Train are encouraged to fall asleep. Teachers provide an atmosphere of relaxation with instrumental worship music. Each child is prayed for as teachers provide comfort and a back rub as necessary to help children fall asleep. Children enrolled in Destiny Christian Preschool are not permitted to use pacifiers at school. If your child still uses a pacifier at home please do not bring the pacifier to school and do not place the pacifier in your child's backpack. Use of a pacifier is an indicator that a child might not be ready for the learning environment here at our school.

Children in Pre-K do not bring blankets, pillows, stuffed animals, etc. and are not required to sleep, but are asked to lay quietly for about thirty minutes after lunch. Then they go out to the playground for approximately thirty minutes, or stay indoors and participate in age appropriate activities that relate to our theme and skill building in inclement weather.

### **Field Trips**

Field trips may be planned as enhanced learning experiences by classroom teachers. A permission slip must be signed by the parent/guardian prior to the field trip for a child to participate. Parents must accompany their child to



the field trip. The person transporting the child to the field trip is responsible for supervising the child during the entire field trip. All applicable laws governing car seats must be observed. Many teachers prefer to bring special speakers into the classroom in lieu of off-site field trips which require a parent/guardian to attend. Parents who work in an industry that would be enjoyable for the children to learn about are encouraged to talk to their child's teacher and arrange a time to come in and share with the class. Parents who play a musical instrument, work as law enforcement, or are employed in a dental or doctor's office are just a few of the visitors who have presented at school in the past.

### **Transportation**

It is the sole responsibility of the parent or guardian to provide transportation for their child to and from Destiny Christian Preschool. Destiny Christian Preschool does not offer pick up and drop off transportation services.

### **Child Assessments**

Throughout the year your child's teacher(s) will evaluate your child in regard to his or her developmental progress in the areas of social and emotional growth, cognitive abilities, fine motor and gross motor skills and language abilities.

Annually formal assessments are given in late October and late April/early May – depending on when Easter is observed. Parents receive a copy of the assessment with notes from the teacher. Teachers will perform assessments in February only on students whose progress concerns them or students who began attending school after October's assessments are finalized.

Anytime during the school year, you may set up an appointment with your child's teacher to discuss your child's progress. Appointments will be done over a digital platform, in person, or on the telephone. Please submit the request to the teacher in writing via email or class dojo.

### **Discipline Policy**

The goal of our discipline is to develop Christ-like attributes within the child. Here at DCP teachers are trained in the Nurtured Heart Approach to classroom discipline. We offer appropriate choices to the children to help them develop skills in positive decision making. The children will receive positive reinforcement for favorable behavior as well as a reset for unfavorable behavior. Teachers follow a daily routine and establish consistent rules with logical consequences. Teachers use a "Stop & Think" program with the children. Children play and learn best in an environment where they know what comes next. They develop a sense of control, and this builds their self-esteem. We believe that discipline is a continuous, day-to-day process designed to help a child become self-disciplined, learn self-regulation and ultimately be able to obey God's direction. We will work toward this goal with the help of these three stands: Absolutely No, Absolutely Yes, and Absolutely Clear.

Stand 1: Absolutely No - Teachers refuse to give their time and energy to negative misbehavior

Stand 2: Absolutely Yes - Teacher relentless pursue and celebrate success

Stand 3: Absolutely Clear - Teachers offer rules and consequences that are clear and consistent

Teachers use observation and documentation records when a child's behavior is consistently outside the normal range for most children. These documentations help teachers establish a pattern and see what triggers during the school day may contribute to undesirable behavior. Parents will be notified if discipline or behavior patterns with your child become a concern. A conference will be scheduled between teachers and parents if a child's negative behaviors cannot be redirected on a consistent basis.

Destiny Christian Preschool staff does not use corporal punishment or violate a child's rights. Nor will any staff member shout or raise their voice in anger at a child. Teachers model that using words when angry is a healthy choice. Children are encouraged to talk about their feelings when they are angry. Children are taught effective methods that allow them appropriate ways to express their feelings. These include ideas like: drawing expressions on a face, looking through faces that may show how a child is feeling, blow a pinwheel to calm down, and squish playdough when upset. The Bible reminds us in Proverbs that "A happy heart makes the face cheerful".

### **Destiny Preschool Biting Policy:**

We understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and support both the student biting and the child who is bitten. If a biting incident occurs

1. The child will be firmly told "No biting! Biting hurts!"

2. The biting child will help care for the child bitten by getting an ice pack or getting a bandaid.
3. The biting child and the teacher will pray for the bitten student.
4. An accident/incident report will be written and Dojo messages will be sent to both children's parents. The parent will sign the form and a copy will be placed in the student's file.

If biting continues (more than the one time), we will include weekly whole group self-regulation lessons that support social-emotional development. The goal of these lessons is to empower the biting child to use words that name their feelings and give the biting child the tools to express their wants/needs without biting. It is also designed to support the teaching staff so they may acquire more knowledge and hands-on strategies to incorporate in the classroom. A child may be removed from the classroom for a period of time in order to allow both students to have space from one another. Additional playground time may be added to allow the biting student more opportunities to use their energy. If a student bites another student/teacher a total of 3 times they will be asked to take a 2 week break from school. Upon returning, if they bite an additional 1 time, they will be asked to return next semester and try again.

### **School Rules**

1. Make good choices ~ Joshua 24:15 "Choose this day whom you will serve."
2. Use kind words ~ Psalm 19:14 "May the words of my mouth be pleasing...O, Lord."
3. Keep your hands to yourself ~ 1 Peter 1:13 "Prepare your mind for action, be self-controlled."
4. Listen and Obey the first time ~ Proverbs 8:33 "Listen to my instruction and be wise."
5. Walk in the classroom and hallway ~ Luke 24:15 "Jesus came and walked along with them."

### **Earthquake, Evacuation, Lock Down and Fire Drills**

Formal drills are performed once approximately every four months so children and DCP Teaching Team members will know what to do in case of an emergency. Teachers often work within their classrooms to educate children about emergency procedures within the framework of their curriculum. Talking about what to do in an emergency, practicing how to walk quietly and how to follow a teacher's instructions are regular program components. DCP's emergency disaster plan information is posted on the information board outside of the school office for parents to review at any time.

### **Volunteering**

We encourage parents who are interested in volunteering to check with the office for current volunteer opportunities. Parents who wish to volunteer on a regular basis for more than 1 hour a week in their child's classroom are required to be fingerprinted through social services. Since fingerprinting records are not transferred or shared between organizations within California, parents will need to pay the cost to be fingerprinted for our site. Please pick up a form in the office, along with a list of locations to be fingerprinted, if you wish to be a classroom volunteer and work more than 1 hour a week. A current clear TB test, along with a written statement stating the volunteer is in good health must accompany the fingerprinting.

Remember to sign in on the visitor log binder located on the front counter in the DCP office before entering and wear a green visitor sticker while in the classroom. Please remember to sign back out in the office and dispose of your visitor sticker before leaving campus.

### **Health**

Every child's health is critically important to us. Please do not bring a child to school if he/she has:

- Vomiting and /or Diarrhea – must be symptom free for 24 hours (1 full day)
- Fever Alone over 100.4° – must be symptom free for 24 hours (1 full day) to return without taking fever reducing medication
- Excessive Coughing – must be symptom free for 24 hours (1 full day) to return
- Clear Runny Nose – documentation from a medical professional that symptoms are related to allergies otherwise symptom free for 24 hours (1 full day)
- Yellow/Green Runny Nose – must be symptom free for 24 hours (1 full day) to return
- Rash or Spots – must be given medical clearance from a doctor to return 24 hours (1 full day) after onset of spots/rash
- Inflamed, Weepy, Oozing Eye - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required
- Fever over 100.4°, coughing, sore throat, and shortness of breath - when three or more symptoms are present, the individual must see a healthcare professional and may return after 10 days so long as they are fever free for 24 hours without taking fever-reducing medication.

- For conditions that present symptoms but are not contagious, documentation from a medical professional will be required.

Should a child become ill at school, parents/guardians will be contacted. If parents/guardians are not available, the emergency contact persons will be called. Arrangements must be made immediately to have the child picked up. While a child is waiting to be picked up, they will be sent to the office.

### **Communicable Disease**

Parents must inform Destiny Christian Preschool within 24 hours, or the next business day after their child or any member of their immediate family has developed any communicable disease. These include, but are not limited to, strep throat, chicken pox, mono, measles, hand/foot/mouth, malaria, pink eye, lice, rabies, mumps and COVID-19. Life threatening diseases must be reported immediately.

Please DO NOT send a child who is sick to school!

### **Medication Policy**

Children who require medication at school, prescription or non-prescription, must complete a "Medication Release Form" packet and have a letter from their doctor. All medication(s) must be in their original container(s). Medication is given only under strictly controlled conditions.

### **Accidents**

In case of minor injuries, First Aid will be given at school by trained staff. If more serious injuries or illnesses occur, parents or the emergency contact, if needed, will be notified immediately. If they are unavailable, the director or designated teacher will make the decision for treatment based on her evaluation of your child, and may call the paramedics. Teachers will write up and provide the parent with a copy of the Injury Report at pick up when a child is injured. Please remember to sign the report, keep the yellow copy and return the white copy to the teacher. Remind your child to tell an adult when they are injured at school.

### **Withdrawal Policy**

Two weeks' written notice to the director is required to withdraw your child from the preschool. Destiny Christian Preschool shall give parents a 30 (thirty) day notice of termination should the need arise.

### **Suspensions & Terminations**

Suspension from preschool can occur for any reason listed below or other reasons as determined by the director:

- Refusal by a parent or child to cooperate with Destiny Christian Preschool's policies.
- A continually disruptive child to the point of detriment to other children who cannot be redirected using Destiny Christian Preschool's Nurtured Heart Classroom Management Program.
- Child's behavior is a danger to him/herself or other children.

A suspension will occur only after an initial meeting between the director and the parent takes place and a child's behavior/parent's behavior does not improve. Suspensions will be written, signed by the director and parent, and become part of a child's permanent record kept in the preschool office.

Termination from preschool is rare but can occur for any reason listed below:

- Failure to pay tuition or being consistently late with tuition payments.
- Arriving more than 10 minutes late four (4) or more times.
- Arriving after 5:30pm to pick up a child more than five (5) times during a school year.
- Refusal by parent or child to cooperate with Destiny Christian Preschool's policies.
- A continually disruptive child to the point of detriment to other children who cannot be redirected using Destiny Christian Preschool's Nurtured Heart Classroom Management Program.
- Child's behavior is a danger to him/herself or other children.
- Parents leave young children unattended in a vehicle during drop off or pick up.

The decision of the School Administrator to terminate is final.

### **Violent or Unsafe Behavior**

Destiny Christian Preschool will not tolerate aggressive, willful, violent behavior from a student towards a teacher or another student. Children who hit, slap, punch, or kick a teacher or another student are immediately sent to another classroom or to the school office to reset. If a child displays violent, unsafe, or inappropriate behavior a second time in the same day at school, the child's teacher will immediately send the student to the school office. The school office will read an appropriate book (examples include: *Hands are not for Hitting*, *Feet are Not for Kicking*) with the child

and make a determination if the child can safely return to the classroom or if the child needs to be sent home. If the school determines the child needs to be sent home, the school will contact the parents, or, if the parents are not available, the emergency contact person. Parents must make arrangements to have their child picked up within 45 minutes of the notification. If a child displays violent, unsafe, or inappropriate behavior on a continual basis over the course of three weeks, the school office staff will make classroom observations, offer suggestions to teachers to ensure the learning environment is optimal, and may suggest to parents/guardians that their child take a break from the school. In cases where conversations and redirection have not made improvements, termination may occur.

### **Parental Rules of Conduct**

In the best interest of the teachers, students and parents, parents themselves shall adhere to the following rules:

- No professional solicitation - please do not add parent emails to a business email distribution list..
- Please do not interrupt class without a request to the office first.
- Promptly drop-off and pick-up your child.
- Please do not use drop-off and pick-up times for an in-depth conference time with a child's teacher. Instead, submit a written request, preferably via email or Class Dojo, for a private conference with the teacher to discuss any concerns regarding your child. Parents may also leave the teacher their phone number and request that s/he call you at her convenience.

### **Conflict Resolution**

It is our hope that all matters can be resolved in a Christ-like manner initially between the parties involved. Should a concern or dispute arise with a staff member or another parent, please deal directly with the person with whom you have the grievance. Should the matter not be resolved to your satisfaction, a conference with the director may be scheduled.

If there is a problem, we ask parents to go in a Christian manner directly to the Teacher first, the Director second and to the Destiny Christian Church's Administrator last. Constructive recommendations and solutions are most welcome, but destruction and vicious attacks on Destiny Christian Preschool, staff, other children, or administration verbally or via email or other written communication will not be tolerated and are grounds for immediate termination of services from the program.

### **Licensing Agency's Rights**

The California Department of Social Services, Community Care Licensing Division is the governing body for preschools and child care facilities in the State of California. For the safety of staff and children, they have the right on behalf of the State of California to interview children and staff and to inspect and audit children and facility records without prior consent.

### **Abuse**

Because of their daily contact with young children, California State Law (AB2710) includes preschool staff in their list of mandated reports of suspected child abuse. All Destiny Christian Preschool staff members are required by law to report suspected instances of neglect, physical abuse, and sexual abuse to the Children's Protective Services (916-875-5437) immediately.

### **Immunizations**

Children must be immunized against Polio (3), Measles, Mumps, and Rubella (1), Diphtheria-Tetanus-Pertussis-(DTaP-4), Hib, Hepatitis B, and Varicella (or give date of the disease), or provide a valid medical exemption that meets the criteria of SB 276. Up-to-date immunization records must be presented at the time of enrollment. With California's passage of SB277 and SB 276, Destiny Christian Preschool is unable to offer enrollment to children who are not vaccinated unless a medical waiver through the state CAIR-ME website is presented.

### **In the Event of an Emergency (Medical, Dental or Other)**

In the event of any type of emergency, if a parent or guardian cannot be reached, Destiny Christian Preschool will contact the physician(s) listed on the child's registration forms or will have the child transported to a local hospital for care. Destiny Christian Preschool staff will make medical decisions regarding a child's health and safety in the event that a parent or guardian cannot be reached. Destiny Christian Preschool, Destiny Christian Church or its employees cannot be held liable by parents. Parents are responsible for all medical and/or other expenses incurred.

### **School Closures**

In the event that the state and/or local county health department requires the state and/or county to shelter in place

or close private businesses, teachers will communicate via Class Dojo or FACTS text messaging with families during school closures.

### **Modifications to the Handbook**

Destiny Christian Preschool reserves the right to modify any conditions of this parent handbook upon 30 days written notice to the parent or guardian. An updated handbook will be emailed to parents as well as placed on the school website and resource document section of FACTS.

### **Admissions Policies and Procedures ~ Enrollment requirements.**

The following documents must be CAREFULLY read, completed and submitted online through the FACTS family portal enrollment system prior to your child's enrollment and admission into Destiny Christian Preschool.

1. Online Enrollment Application and Agreement
3. Notification of Parents' Rights form (LIC 995)
4. Personal Rights form (LIC 613A)
5. Identification and Emergency Information (Child Care Centers) (LIC 700)
6. Consent for Emergency Medical Treatment form (LIC 627)
7. Child's Preadmission Health History - Parents Report (LIC 702)
8. Physician's Report with Physician's Signature - Child Care Centers (LIC 701)
9. Copy of Immunization record
10. Copy of Birth Certificate
11. Non Refundable Registration Fee

**Class placement is not guaranteed until the above items are completed and returned to Destiny Christian Preschool via the FACTS family portal, including payment of the registration fee.**

If you have questions about these policies or items not addressed in this handbook, please email [info@destiny.school](mailto:info@destiny.school)

We look forward to partnering with you for an enriching, Biblically based, early childhood educational experience.