



ORANGE COUNTY
Southern Baptist Association

Christian Preschools

Operational Handbook

2019-2020



Dear Parents,

We want to thank you for giving us the opportunity to love, care for and teach your child at the OCSBA Christian Preschools - Arbor Campus this year. We have a dedicated staff whose desire it is to provide the best possible atmosphere in which your child can grow spiritually, physically, socially, mentally and emotionally. We strive to provide a quality education for each child with one-on-one attention and an exceptional curriculum with a heavy emphasis on phonics.

It is our goal to not only teach the children about Jesus' love for them, but to build and develop a foundation of Christianity which will stay with them throughout their lives.

If you do not already have a church home, we invite you to attend our Church here at Arbor Christian Fellowship. Each Sunday we have Bible Study for all ages at 9:15 AM and Worship Services at 10:45 AM. On Wednesday evenings you are welcome to join us for AWANA (for ages 3-12) at 6:00 PM, Youth Group (Jr. High & High School) at 6:30 PM and small group Bible Study (Adults) at 6:30 PM. Arbor Christian Fellowship faithfully teaches the Bible and our fellowship is made up of some wonderful, friendly folks. Arbor Christian Fellowship is in this community to serve. If we can be of service or help to you or your family, please call on us.

In His Service,

Tina Johnson
Director

250 N. Golden Circle Dr., #101 Santa Ana CA 92705 | Office: (714) 547-5409; Fax: (714) 547-5324 | www.OCSBA.org

OCSBA Christian Preschools Operational Handbook

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Operational Handbook**

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OCSBA Christian Preschools Parent Handbook

**The Orange County Southern Baptist Association (OCSBA) Christian Preschools
is an equal opportunity provider and employer**

Purpose of OCSBA Christian Preschools

The OCSBA Christian Preschools were established as a ministry to our partner churches like Arbor Christian Fellowship to provide an educational and spiritual experience in a secure and loving atmosphere for all children, infants through school-age. Recognizing the importance of balanced growth, we will provide opportunities for the social, emotional, mental, physical, and spiritual development of each child.

State Licensed

The OCSBA Christian Preschools are licensed by the State of California, Department of Social Services. Be aware that under the Department of Social Services, Community Care Licensing, Title 22 Regulations, any child's file is available for review by the Department of Social Services and representatives from these agencies may interview your child without prior parental/guardian permission. In addition, Law Enforcement personnel may request the information listed in your file and may interview your child if necessary. For further information regarding Title 22, you may contact the local office at:

750 The City Drive, Suite 250
Orange, CA 92868
Telephone: 714-703-2800

Child Abuse Reporting

Section 11166 of the California Penal Code requires any Child Care Custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who he/she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a 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.

“Child Care Custodian” includes teachers, licensed day care workers, administrators, or community care facilities licensed to care for children, foster parents, and group home personnel.

Information about Abuse:

The OCSBA Christian Preschools want all children to be safe. Unfortunately, child abuse does exist, taking many forms.

- Emotional – Threatening a child or using words that can hurt a child's feelings and self-esteem; withholding love and support from a child.
- Physical – Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones.
- Sexual – Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation.
- Neglect – Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision.

IF YOU SUSPECT ABUSE, call Child Protection Services (CPS) at 714-940-1000

Fire and Earthquake Drills

Emergency drills are conducted periodically so that all students will be aware of the proper procedures in case of a fire or earthquake.

Fire Drills: Fire Drills will be conducted as required by the Fire Authority. Each room has an exit plan and emergency list posted next to each door.

Earthquake Drills: Earthquake Drills will be conducted twice annually. These drills simply consist of talking to the children about earthquakes and teaching them to get under a nearby table or desk until the shaking stops, and how important it is to stop and listen to adult direction.

Admission

The OCSBA Christian Preschools are operated on a non-discriminatory basis, and no one shall be excluded from enrollment because of race, color, religion, or national origin.

Enrollment is open to all children of the community, infants through Pre-Kindergarten. Also, enrollment is open for children through age 14 for summer camp.

Children who have special needs shall not be accepted unless it is determined that:

1. There will be no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
2. The school is able to meet the needs of the child.

Items Required at the Time of Admission:

- Identification and Emergency Information
- Immediate Discontinuation of Services Agreement Form
- Admissions Agreement
- Non-Refundable Registration Fee
- Child's Health Evaluation (Physician's Report).
- Child's Health History (Parent)
- Immunization Record
- Parent's Rights
- Personal Rights Form
- Verification of Insurance
- Consent for Medical Treatment

YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASS UNTIL ALL FORMS ARE ON FILE IN THE OFFICE.

All students at OCSBA Christian Preschools must be covered by a medical insurance policy upon enrollment. Please be sure to include a copy of your insurance card or important information regarding your insurance policy upon admission.

Admission Appraisal Period:

Each child is admitted on a trial basis with a two-month (60 day) probationary period. This period is to determine that the center is able to meet the individual needs of the child and that there will be no adverse effect upon the other children, either through direct behavior of the child or through requiring staff time needed by other children. The director and parent shall meet to determine if the child will be admitted to full status. The director will have a parent conference after the probationary period to discuss any concerns with each parent. Any child may be dismissed without stated reason during the probationary period and at any time during their enrollment per the Immediate Discontinuation of Services Agreement (see pg. 17). **The final determination of a child being granted full status enrollment, shall rest with the director.**

Reporting Changes:

It is the parent’s responsibility to report any changes in employment, residence, or telephone number to the director. **All emergency information MUST be kept current to ensure the safety of your child.**

Hours of Operation

This school is open from 6:45 AM until 6:00 PM Monday thru Friday, all year round except on designated holidays. We do suggest that in the best interest of the child, they be left no longer than necessary.

Adult supervision is provided for all children during all hours of operation.

Open Door Policy

The OCSBA Christian Preschools practice an open door policy. Any parent is welcome to visit the school at any time during normal business hours.

Preschool Dates of Closure

- September.....Labor Day
- November.....Thanksgiving day & Friday after
- December.....Christmas Eve & Christmas Day
New Year's Eve
- January.....New Year's Day
Martin Luther King Day
- February..... Presidents’ Day
- March /April...Good Friday
- May.....Memorial Day
- July.....4th of July (Independence Day)
- August/Sept...2 working days - classroom prep

Financial Policies

In order to maintain a high quality of education for your child, it is necessary that tuition be paid for the period your child is enrolled. Our teachers and caregivers are hired on the assumption that your child will be in school. When he/she is absent, and payment is not made for that day, our financial structure is upset. In order to be fair to the parents, as well as protect our financial structure, the following policies have been established:

1. All fees and tuitions are to be paid in advance and are non-refundable.
2. When withdrawing your child from the school, for whatever reason, a 30-day notice is required. You are responsible for payment of the 30 days regardless of your child's attendance.
3. There will be **no tuition or child care credit for vacations, illness** (unless extending past 30 days), **holidays or miscellaneous days the school and day care are closed.**
4. A registration fee is paid when the child enters our facility. If a child is taken out for 30 days or more, a new registration fee is due before the child may re-enter. The registration fee is non-refundable.
5. There will be a late fee for children picked up after 6:00 PM (Please see page 14 for details).

There will be a late charge for monthly fees:

- a. \$50 if not paid by 6:00 PM on the 10th of the month
 - b. \$75 if not paid by 6:00 PM on the 15th of the month
 - c. \$100 if not paid by 6:00 PM on the 20th of the month. Also, attendance will be suspended until all tuition and late fees are paid in full.
6. **Discounted Tuition** for auto-payments established electronically. A \$50.00 discount per family for full-time student(s) and \$25.00 discount per family for part-time student(s) will be given for digital auto-payments set up to be received no later than the 10th of each month.

Subsidized Programs:

If you are utilizing a subsidized program to pay tuition and fees, it is mandatory that:

- **You fill out your forms DAILY!!** We have been instructed by all subsidized programs to monitor that you (or person dropping off/picking up your child) are completing these forms on a daily basis, in order for us to get paid for your child, on time.
- **When your child is absent, you MUST write down the reason they were absent!** Writing down "sick" is NOT acceptable, you must write the actual sickness, i.e.: cough, fever, stomach ache, parent sick, etc. If your child was sick for more than 3 days, a doctor's note needs to be submitted. If these forms are not filled out properly, we will not get paid, therefore, you will be responsible for the entire bill. (Vacations, out of town, etc. are usually not covered by the program. The parent will be responsible for those days)

- **After the center has received payment and if there is any remaining balance that your program does not cover, the balance is your responsibility.** You will be notified of the balance, if any, after we receive payment from the program. You will then have 14 days from date of notice to pay off the remaining balance for your account.
- **If your subsidized payment is not received in full within 60 days of submittal, you will be responsible for the entire amount of the balance on your account.**
- **When terminating your child's enrollment,** you must notify the site director in writing. The site director will estimate the amount expected for that month and you will be responsible for payment on or before your child's last day of attendance.
- **Your paperwork should be completed by the end each the month (30th or 31st).** If your paperwork is still incomplete on the 1st of the following month, your child will NOT be allowed to stay until the form is completed. NO EXCEPTIONS will be made.
- **You must follow all policies in the parent handbook.**

Health and Safety Policies

Health Rules:

Please do not bring a child to preschool who is complaining of illness before coming or on the way to school. Children should be free of vomiting, diarrhea and communicable diseases. Children sent home with these symptoms will need **one full day at home before returning to school**. If the child needs to be seen by a doctor, the director may ask for a doctor's note before the child returns to school. Children need time to regain their health in order to be attentive during their day. We want to protect the health of all our children and all staff members.

If your child presents any of the following while being dropped off, they may be sent home by the opening teacher or the director. You may also be called to pick up your child when they have the following symptoms but are not limited to these only:

1. Fever above 101 or below 97.4
2. Diarrhea of any kind (two times)
3. Conjunctivitis (Pink Eye) – requires a doctor note
4. Suspicious rashes – requires a doctor note
5. A lethargic child: not eating, not playing, pale or flush
6. A barking cough

No NIT Policy (Lice):

The OCSBA Christian Preschools have a No Nit Policy, as required under Title 22 Regulations, as a health standard intended to keep children lice free, nit free and able to attend our program. Head lice are one of the most common communicable childhood diseases. Parents can help prevent the spread of lice by conducting routine screenings, resulting in early detection and removal of lice and nits. Should your child contract lice or nits, please inform the preschool director immediately. Parents may be asked to provide a doctor's note that their child is free of lice and nits before returning to the program.

Should there be an outbreak of lice; parents will be notified in writing. The center will be properly treated. Our priority is the safety and well-being of all the children in the preschool.

Illness or Injury:

If your child becomes ill at school, he or she will be isolated until the parent or authorized person can be notified. The parent must arrange for the child to be picked up immediately or within 90 minutes of contact.

If your child is injured at school, more serious than minor cuts and scratches, the parent will be called and asked for specific instructions.

Please notify the director if your child has been exposed to any communicable diseases (See Communicable Disease Chart on page 14).

Medication:

All prescription medication must be kept in the office for safety reasons in a specific place for all prescription medications. If a child requires medication during school hours, a Medication Instruction Authorization form must be filled out for each day that the medication is to be given at the center. This form absolves the center and staff from all responsibility from any reaction or illness resulting from the taking of the medication.

All prescription medication must have the following:

1. Child's name, dates, dosage and times to be given on the container: Must not be expired.
2. If over the counter, medication must be prescribed by a physician for child's appropriate age/weight.
3. If prescription, note from doctor and medication must be for child prescribed and dated appropriately.

We will NOT be able to give children any of the following medications or treatments:

- Over the counter medication without a prescription from primary care physician. (See above procedures 1,2,3)
- Blood-Glucose monitoring/testing/shots for diabetic children
- Glucagon Administration
- Gastrostomy Tube Care
- Empty an Ileostomy Bag

Extended Absence – Two Weeks or More

If a child is absent for a period of two weeks without notifying the school as to the reason, the child will automatically be dropped to make room for another student.

Naps – Preschool Only

Naps are to be taken in the afternoon from approximately 12:30 PM until approximately 3:00 PM. Your child may bring a **Small** blanket (with your child's name on it) for nap time. Blankets are to be taken home every weekend to be laundered.

State law requires that pre-school children have an afternoon rest time. We do not insist that children go to sleep, but they must rest quietly during nap time.

Clothing

Each child must bring an extra change of clothing to the center. All children should wear clothing suitable for outdoor and indoor wear. Be sure that clothing is both sturdy and washable. Children may become very dirty at school; that's how you know they have had fun.

Shoes must be appropriate for running, climbing and playing in the sand. For safety reasons, open toed shoes are not acceptable shoes for children.

The center is not responsible for lost or stained clothing. Please put the child's name inside sweaters, coats, boots, raincoats, and any other clothing brought to school.

Suggestions for dressing the child are:

- Simple, washable clothing, we will be getting very messy at school.
- Clothing that your child can manage by themselves.
- Good sturdy shoes that fit (no open toed shoes or heavy boots which are hard to climb/run in).
- Dress for the weather (most days we go outside).

Lost and Found:

A lost and found box will be located in the office. If there are items left at the end of the school year, we will be giving the unclaimed items to charity.

Field Trips

Each child must have a completed "Authorization for Activities off the School Grounds" form before they will be allowed to leave the school grounds. We comply with all safety precautions when taking children on field trips. All drivers must be licensed and insured and provide a safety belt and age appropriate car seat for each passenger in the car.

Arrivals and Dismissals

IT IS ESSENTIAL THAT ALL CHILDREN BE SIGNED IN AND OUT DAILY ON THE SHEET PROVIDED. All children coming to school must be brought into the classroom or left on the playground by a responsible ADULT who may not leave until the child has been received by the teacher or aide. A child may not leave the classroom or school premises until he/she has been released to those people you authorize on your Emergency Form. **Please notify the office immediately of any change in emergency information; ALL changes must be submitted in writing and signed by the child's legal parent or guardian.**

Discipline Policy

Children's Appropriate Conduct:

It is our intent that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. Each child will be made aware of our basic rules of safety and good conduct and how to exercise self-discipline. We are here to assist all children and let them

know we expect them to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations we have for all of our program participants:

- Respect for yourself, for others and for property.
- Safety first.
- Speak for yourself/listen attentively.
- Be responsible for your words and actions.

Philosophy:

The OCSBA Christian Preschools strive to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The teachers, staff and children at each of the OCSBA Christian Preschools establish expected behavior guidelines. Positive behavior is self-rewarding and allows for learning and enjoyable activities to occur for all. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. **The overall safety of all children in the program is our highest priority.**

Process:

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

1. **Reasoning and Redirection:** Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with teacher/staff facilitating.
2. **Removal from Specific Activity:** When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary.
3. **Child/Director Conference:** When the teacher is not successful in correcting behavior the preschool's director may meet with the child to redirect him/her to use of proper conflict resolution strategies.
4. **Parent Conference:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested with specific consequences for non-compliance outlined. This is usually accomplished through the use of a "Behavior Contract." Whenever possible, the child is present and participates in these conferences. The goal is to define what changes need to be made to help the child be successful in achieving those changes.

Removal from Program for Inappropriate Behavior:

If the above process has not resulted in corrected behavior, the family will be required to remove the child from the program. The OCSBA Christian Preschools reserve the right to remove a child from the program if he/she disrupts the class or endangers the well-being of themselves or others. (See Immediate Discontinuation of Services Agreement Form, pg. 17). **The preschool's director will have the final authority in making this decision.**

Behavior Related Issues:

In addition to behavior management procedures outlined above, parents should be aware that:

- No director, teacher, or staff member may ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent;
- No director, teacher, or staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program;
- No child will be allowed to continue in the program that becomes a safety hazard to themselves or others;
- No director, teacher, or staff member will ever solicit or accept gratuities in consideration for any treatment of a child;
- No parent or guardian will be allowed to harass, threaten, or display violent/intimidating behavior towards staff, participants or other members.

Meals and Snacks

Snacks are served mid-morning and after nap time according to state regulations. Occasionally the children may make their own morning snack in their classroom.

Breakfast is provided if your child arrives at school before 8:30 AM.

Breakfast is served between 7:15 AM and 8:30 AM.

Lunch is provided for toddlers through Pre-K students, and school age during summer camp.

A menu will be provided. If your child does not like what we are serving, please provide a snack or meal for them.

Toys from Home

We ask that you leave your child's toys at home or in the car. If an item is brought to school on "share day," we cannot be responsible for it. We do enjoy an occasional special movie or book for curriculum enrichment. Please make sure all movies are Rated "G" and no guns, war toys, or other toys of destruction, violence or mysticism be brought to the preschool.

Birthdays

Birthdays are celebrated during the snack period in the morning. Please make arrangements with your child's teacher. The teacher will make this a special time for your child. Parents, you are welcomed and encouraged to celebrate this special day with your child.

Volunteers

Occasionally we need volunteers for field trips, special days, etc. We appreciate you taking part and your children love to have you here. This is your school. Plan to be involved as much as your schedule allows.

Program Description

The OCSBA Christian Preschools are committed to making every child's early learning experience a positive and productive beginning. We respect that every child learns at a different pace and will work hard to accommodate each child's specific learning need. It is so important that we work with children as individuals and help them develop all of the skills that will help them in their journey to higher education.

Our preschool program will help children to communicate, develop concepts, use problem solving, show self-reliance, independence, learn to play and explore in every phase of our program. Each class will be specifically designed for a specific age group and will include many of the following areas:

- Spiritual Development
- Family/Parent Education
- Physical Development
- Social Development
- Emotional Development
- Imaginative and Creative Development
- Promoting Independence
- Academic Development

Each class will have a specific schedule to fit the specific needs of each age group. All staff members carefully design their schedules to ensure that children receive a well-rounded education experience every day.

Preschool – Daily Schedule

6:45 AM	Open
6:45 AM - 9:00 AM	Free play in classroom or outside
7:15 AM - 8:30 AM	Breakfast
9:00 AM	Program begins
9:45 AM - 10:15 AM	Morning snack
9:00 AM - 11:30 AM (Preschool)	Circle time, Bible time, Recess, Academics, Art & Music
11:30 AM - 12:00 PM	Lunch & free play
12:30 PM - 3:00 PM	(Preschool & Pre-K) Nap time
3:00 PM - 3:30 PM	Afternoon snack
3:30 PM - 6:00 PM	Various activities with free play offered
6:00 PM	Closing

Program and Registration Fees (Effective 3/1/2019)

Registration Fee \$125 Full-time; \$75 Part-time (\$300 max per family)		
	MONTHLY RATES	BOOK/SUPPLY FEES
Infants (Birth-24 Months)	\$1200.00	
Preschool (potty trained) Pre-K & Jr. K Full-time	\$850.00	\$40 (2 & 3 year olds) \$75 (Pre-K & Jr. K)
Part-time Infants (Birth-24 Months) 2 Full Days \$540 2 Half Days \$360 3 Full Days \$770 3 Half Days \$515 4 Full Days \$995 5 Half Days \$850		
Part-time Preschool/Pre-K (Potty Trained) 2 Full Days \$400 2 Half Days \$275 3 Full days \$540 3 Half Days \$395 4 Full Days \$745 5 Half Days \$600		
20% Discount applies to <u>Full-time ONLY</u> 2 Full-time Preschool/Pre-K \$1530 2 Full-time Infants \$2160 1 Infant + 1 Older Child \$1880		

WE CLOSE PROMPTLY AT 6:00 PM

Late charges will apply as follows:

\$2.00 for the first five minutes.

\$1.00 for EACH MINUTE AFTER 6:00 PM.

Being consistently late can result in termination of attendance.

**There will be no credit given for the month should your child drop before the end of the month.

**The tuition shall remain the same should you take a vacation during the school year or if your child is out due to illness.

Even though you pay a book fee, books remain the property of the school, if a child drops during a session for any reason. Book fees do not cover all of the cost of books and supplies needed for curriculum. They simply lighten the financial burden of the school.

ALL FEES AND TUITIONS ARE NON-REFUNDABLE; NO EXCEPTIONS!

Communicable Diseases Chart

DISEASE	FIRST SYMPTOMS	INCUBATION PERIOD	ISOLATION PERIOD (Return to School)
CHICKEN POX	FEVER, LOSS OF APPETITE, RED SPOTS, BLISTERS	14-21 DAYS	RE-ENTER SCHOOL 24 HOURS AFTER LAST SPOT APPEARS
GERMAN MEASLES (RUBELLA)	SIGNS OF COLD, SWOLLEN GLANDS, FEVER, RASH, RED EYES	12-23 DAYS	4 DAYS OR MORE UNTIL WELL
MEASLES (RUBEOLA)	SIGNS OF COLD, NASEL CONGESTION, COUGH, RED EYES, RASH, FEVER, FATIGUE	10-14 DAYS	7 DAYS OR MORE UNTIL WELL
MUMPS	SORE THROAT, FEVER, NAUSEA, PAIN AND SWELLING AROUND THE NECK AND JAWS	18-21 DAYS	7 DAYS OR MORE UNTIL SWELLING HAS DISAPPEARED
WHOOPING COUGH	SIGNS OF A COLD, COUGH WITH A WHOOP, VOMITING WHILE COUGHING	7-14 DAYS	3 WEEKS OR MORE AFTER APPEARANCE OF COUGH
HAND /FOOT/MOUTH	SMALL ULCERS IN THE MOUTH, SMALL WATER BLISTERS OR RED SPOTS ON THE PALMS OF HANDS, SOLES OF FEET AND BETWEEN THE FINGERS AND TOES	3-7 DAYS	FEVER FREE AND MOUTH SORES HEALED

INFORMATION ON THIS PAGE PROVIDED BY THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

OCSBA Christian Preschools Preschool Registration Form

(Circle one)

Infant Toddler Preschool Pre-K Jr. Kindergarten

Child's Name _____ Birthdate _____

Address _____ City _____ Zip _____

Father's Information: Name _____

Address _____ City _____ Zip _____

Cell Phone _____ Work Phone _____

E-mail _____

(Print Clearly)

Mother's Information: Name _____

Address _____ City _____ Zip _____

Cell Phone _____ Work Phone _____

E-mail _____

(Print Clearly)

Registration Fees: Full-time \$125.00 Annually (Maximum \$300.00 per family)
Part-time \$75.00 Annually
Summer Only \$50.00

Book Fees: Preschool \$40.00; Pre-K/Jr. Kindergarten \$75.00

Late Fees: We Close Promptly at 6:00 PM
Late charges will apply as follows:
\$2.00 for the first five minutes.
\$1.00 for EACH MINUTE AFTER 6:00 PM

My Child will Attend: Summer _____ Fall _____

How Many Days per Week? Full Days _____ Half Days _____

Full-time _____ Part-time _____

TOTAL MONTHLY TUITION: _____ _____

.....
*OCSBA Christian Preschools will be closed August 29 & 30, 2019 for teacher prep days
*Enrollment is not secured until Registration Fees are paid in full
*Meals to be served/Approximate times: Breakfast 8:00 AM, Snack 10:00 AM, Lunch 12:00 PM, Snack 3:00 PM

Parent/Guardian _____ Date _____

Preschool Representative _____ Date _____

OCSBA Christian Preschools

Immediate Discontinuation of Services Agreement Form

The OCSBA Christian Preschools is a Christian organization desiring to show God’s love to all families and children enrolled in our preschools. We will strive to the best of our abilities to reconcile any problems which may arise as it relates to some dissatisfaction which parents may have regarding our preschool programming or personnel. However, it must be understood that for the betterment of our preschool and the enrichment and safety of each child enrolled, the OCSBA Christian Preschools may terminate any child’s enrollment for any of the following reasons:

- Emergency names and phone numbers are incorrect
- Parent is late picking up child after preschool closes
- Non/late/NSF payment of fees
- Failure to adhere to the sign-in/sign-out policies
- Failure to notify the preschool director that child will be absent
- Child leaving the preschool without authorized written permission
- Behavior that is disruptive or dangerous to others and/or self
- Behavior that is destructive to property and/or refusal to replace said property
- Any single incident that is deemed by the OCSBA Christian Preschools director to be dangerous, harmful or disruptive
- Disregard for any of the policies listed in the Parent Handbook or the Infant Program Policies and Procedures
- Harassment, violent behavior or threat of such behaviors against any OCSBA Christian Preschools personnel or other students or their family members by parent/guardian or persons associated to the child (family member, family friend etc.)

By signing below, I/we acknowledge that I/we have received and reviewed this Immediate Discontinuation of Services Form and will strive to uphold the rules, regulations and policies of the OCSBA Christian Preschools. Further, by signing below I/we understand the consequences associated with the points made above.

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____

Preschool Representative _____ Date _____

(A copy of this form will be kept in your child’s file.)

OCSBA Christian Preschools

Infant Program

Policies and Procedures

Ages Accepted

Children ages birth to 24 months will be accepted into the infant program.

Medical Policies

Children must have a physical examination prior to enrollment in the program. A copy of the child's immunization record must be provided. All immunization requirements must be current according to California Code of Regulations.

Medication:

All prescription medication must be kept in the office for safety reasons in a specific place for all prescription medications. If a child requires medication during school hours, a Medication Instruction Authorization form must be filled out for each day that the medication is to be given at the center. This form absolves the center and staff from all responsibility from any reaction or illness resulting from the taking of the medication.

All prescription medication must have the following:

1. Child's name, dates, dosage and times to be given on the container: Must not be expired.
2. If over the counter, medication must be prescribed by a physician for child's appropriate age/weight.
3. If prescription, note from doctor and medication must be for child prescribed and dated appropriately.

We will NOT be able to give children any of the following medications or treatments:

- Over the counter medication without a prescription from primary care physician. (See above procedures 1,2,3)
- Blood-Glucose monitoring/testing/shots for diabetic children
- Glucagon Administration
- Gastrostomy Tube Care
- Empty an Ileostomy Bag

Financial Policies

In order to maintain a high quality of care for your child, it is necessary that tuition be paid for the period your child is enrolled. Our teachers and caregivers are hired on the assumption that your child will be in attendance. When he/she is absent, and payment is not made for that day, our financial structure is upset. A Registration Fee of \$125.00 for Infant Care must be paid for each child at the time of enrollment. In order to be fair to the parents, as well as protect our financial structure, the following policies have been established:

1. All fees and tuitions are to be paid in advance and are non-refundable.
2. When withdrawing your child from the school, for whatever reason, a 30-day notice is required. You are responsible for payment of the 30 days regardless of your child's attendance.
3. There will be **no tuition or child care credit for vacations, illness** (unless extending past 30 days), **holidays or miscellaneous days the school and day care are closed.**
4. A registration fee is paid when the child enters our facility. If a child is taken out for 30 days or more, a new registration fee is due before the child may re-enter. The registration fee is non-refundable.
5. There will be a late fee for children picked up after 6:00 PM (Please see page 20 for details)

There will be a late charge for monthly fees:

- a. \$50 if not paid by 6:00 PM on the 10th of the month
 - b. \$75 if not paid by 6:00 PM on the 15th of the month
 - c. \$100 if not paid by 6:00 PM on the 20th of the month. Also, attendance will be suspended until all tuition and late fees are paid in full.
6. **Discounted Tuition** for auto-payments established electronically. A \$50.00 discount per family for full-time student(s) and \$25.00 discount per family for part-time student(s) will be given for digital auto-payments set up to be received no later than the 10th of each month.

Subsidized Programs:

If you are utilizing a subsidized program to pay tuition and fees, it is mandatory that:

- **You fill out your forms DAILY!!** We have been instructed by all subsidized programs to monitor that you (or person dropping off/picking up your child) are completing these forms on a daily basis, in order for us to get paid for your child, on time.
- **When your child is absent, you MUST write down the reason they were absent!** Writing down “sick” is NOT acceptable, you must write the actual sickness, i.e.: cough, fever, stomach ache, parent sick, etc. If your child was sick for more than 3 days, a doctor’s note needs to be submitted. If these forms are not filled out properly, we will not get paid, therefore, you will be responsible for the entire bill. (Vacations, out of town, etc. are usually not covered by the program. The parent will be responsible for those days)
- **After the center has received payment and if there is any remaining balance that your program does not cover, the balance is your responsibility.** You will be notified of the balance, if any, after we receive payment from the program. You will then have 14 days from date of notice to pay off the remaining balance for your account.
- **If your subsidized payment is not received in full within 60 days of submittal, you will be responsible for the entire amount of the balance on your account.**

- **When terminating your child’s enrollment**, you must notify the site director in writing and then the site director will estimate the amount that will be expected for that month and you will be responsible for payment on or before your child’s last day of attendance.
- **Your paperwork should be completed by the end each the month (30th or 31st)**. If your paperwork is still incomplete on the 1st of the following month, your child will NOT be allowed to stay until the form is completed. NO EXCEPTIONS will be made.
- **You must follow all policies in the parent handbook.**

Program and Registration Fees (Effective 3/1/2019)

Registration Fee \$125 Full-time; \$75 Part-time (\$300 max per family)		
	MONTHLY RATES	BOOK/SUPPLY FEES
Infants (Birth-24 Months)	\$1200.00	
Preschool (potty trained) Pre-K & Jr. K Full-time	\$850.00	\$40 (2 & 3 year olds) \$75 (Pre-K & Jr. K)
<p align="center">Part-time Infants (Birth-24 Months) 2 Full Days \$540 2 Half Days \$360 3 Full Days \$770 3 Half Days \$515 4 Full Days \$995 5 Half Days \$850</p>		
<p align="center">Part-time Preschool/Pre-K (potty trained) 2 Full Days \$400 2 Half Days \$275 3 Full days \$540 3 Half Days \$395 4 Full Days \$745 5 Half Days \$600</p>		
<p align="center">20% Discount applies to <u>Full-time ONLY</u> 2 Full-time Preschool/Pre-K \$1530 2 Full-time Infants \$2160 1 Infant + 1 Older Child \$1880</p>		

WE CLOSE PROMPTLY AT 6:00 PM

Late charges will apply as follows:

- \$2.00 for the first five minutes.
- \$1.00 for EACH MINUTE AFTER 6:00 PM.

Being consistently late can result in termination of attendance.

- **There will be no credit given for the month should your child drop before the end of the month.
- **The tuition shall remain the same should you take a vacation during the school year or if your child is out due to illness.

ALL FEES AND TUITIONS ARE NON-REFUNDABLE; NO EXCEPTIONS!

Infant Needs and Assessment Policy

Prior to your infant's first day at school, an Infant Needs and Assessment Plan Form must be completed by the parent (see page 25). A copy will be maintained in your child's file and in a file in the classroom. It will be updated every six (6) months. Please review these plans, and be sure to let the preschool director know of any changes as they occur so we can update your child's file and make sure your child is getting the best care possible.

Supervision

Under no circumstances shall an infant/toddler be left unattended. Each infant/toddler shall be constantly supervised, and under direct visual observation by a teacher at all times.

Discipline

Infants require no discipline as limits come naturally from their own limitations. Usually meeting a specific need will take care of their lack of control. Teachers and staff will strive at all times to be aware of your child's needs.

Feeding

Infants shall be fed in accordance with the Infant Needs and Assessment Plan specific for each child. **Parents will provide baby food and formula. If your child is eating table food, please provide food from home if they will not eat the food on the school menu.** Label all food and formula with the child's name and date. The school will maintain a supply of Kirkland formula at all times. If you do not wish to use Kirkland brand formula, you must supply your own. All formula and baby food left over at the end of the day shall be sent home.

Teachers will wash hands before each feeding.

Infants may hold their own bottles, but shall be supervised at all times. They shall not be allowed to walk around the room while feeding. At no time shall a bottle be propped for an infant.

All children who are unable to sit unassisted shall be held by a teacher while feeding.

Only unbreakable bottles and sippy cups shall be used in the classroom. The school shall have a supply of bottles to be used in an emergency. School bottles shall be disinfected and air dried. Bottles and dishes provided by the parent shall be rinsed and returned to the parent for sanitizing at the end of the day.

Baby food in jars shall be transferred to a dish before being fed to the infant. Any food left over in the dish at the end of the meal shall be discarded.

Soiled clothing will be sent home with the parents at the end of each day.

Diapering

Teachers and staff will wash hands before and after each diapering.

All diapers or training pants will be provided by parents.

Infants shall be kept clean and dry at all times.

Each teacher/staff member shall be responsible for ensuring the children in her care have sufficient changes of clothes, diapers, wipes, and ointments at all times. Teachers and staff will let parents know when more supplies are needed.

Soiled clothing shall be put in a plastic bag, and returned to the parent at the end of each day.

No infant shall be left unattended on the changing table.

Diaper changing procedure shall be followed at all times. All areas around the changing table shall be disinfected after each diaper change.

Each teacher/staff member shall make sure the diapering supplies in the boxes of the children under her care are replenished at the end of her shift.

Activities

Age appropriate activities will be provided in the areas of language development, motor skills development, music and art.

Infants shall eat, sleep, and play according to each child's schedule.

Infants shall not be forced to stay in cribs or on their mats while awake.

While working and playing with infants, **no child shall ever be shaken or pulled or lifted up by one arm.**

Sleeping Area

All crib sheets will be supplied by parents.

Each crib shall have a sheet to cover the mattress.

Mattresses shall be set at its lowest position, and the aide rail locked in its highest position.

Only one child shall occupy each crib or mat at a time.

Bedding shall be used for only one child, and shall be changed when crib or mat is to be occupied by another child.

Cribs or mats shall be arranged to provide a walkway between them.

Cleaning Schedule

Walls and partitions-weekly

Linens-daily

Toys-once daily

Cribs-daily

**OCSBA Christian Preschools
Infant Program
Policies and Procedures Form**

We/I, the Parents/Legal Guardians of _____
have received and reviewed the OCSBA Christian Preschools Infant Program Policies and
Procedures and agree to abide by all rules and regulations related to our child(ren)'s enrollment
in the Infant Program.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Preschool Representative _____ Date _____

OCSBA Christian Preschools Infant Needs and Assessment Plan Form

Child's Name _____ Birthdate _____

1. Feeding Plan

Current feeding schedule:

How often? _____ How much? _____

Type of formula (if not Kirkland): _____

Drinks from cup: Yes _____ No _____ If no, when to be introduced? _____

Solid foods: Yes _____ No _____ If no, when to be introduced? _____

If yes, what type and how much _____

Uses utensils? Yes _____ No _____ If no, when to be introduced? _____

Allergies to food: _____

Food dislikes: _____

2. Sleeping Schedule

Current schedule: _____

How does your child fall asleep? _____

3. Diapering Routine

Current schedule: _____

Prone to diaper rash? Yes _____ No _____

Ointments/powder used: _____

Toilet training started? Yes _____ No _____

4. **Activities Your Child Enjoys During Awake Time:** _____

5. **Things Which Upset Your Child:** _____

6. **Medications:** _____

7. **Anything Else You Would Like Us to Know?** _____

Parent/Legal Guardian _____ Date: _____

Parent/Legal Guardian _____ Date: _____

Preschool Representative _____ Date: _____