

Parent Handbook



St. Stephen's Preschool

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Director
Amanda Foster

St. Stephen's Preschool
Established in 1969 as a ministry of
St. Stephen's Episcopal Church

At St. Stephen's Preschool, our mission is to:

- ❖ **Serve ambulatory children Parent-Tot to 5 years of age without discrimination as to race, religion, gender, national origin or family configuration;**
- ❖ **Create a warm and happy environment in which the young child is encouraged to discover the joys of learning and is provided opportunities for physical, social, intellectual, emotional, and spiritual growth;**
- ❖ **Provide a climate of Christian understanding and acceptance for each child so that social values, relationships with others, and a positive self-image may be developed;**
- ❖ **Foster positive and effective parental involvement in and understanding of their children's development.**

**St. Stephen's Preschool is licensed by the
California Department of Social Services
License # 191202102**

**This handbook has been prepared to answer most
questions parents will have regarding our preschool.
If needed, hard copies are available
in the preschool office.**

Parent Handbook

Revised April 2017

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I. ADMINISTRATION

NEW STUDENTS

Parents need to complete or provide the following forms given to you in the initial enrollment packet:

- Admissions Agreement
- Emergency Procedures
- Photo Release Form
- Acknowledgement of Notification of Parents' Rights (Lic. 995) and Acknowledgment of Personal Rights (Lic 613A)
- Identification and Emergency Information (Lic. 700)
- Physician's Report (Lic. 701)
- Immunization Record (if not recorded on Physician's Report)
- Child's Preadmission Health History - Parent's Report (Lic. 702)
- Consent for Emergency Medical Treatment (Lic. 627)
- Parental Concerns and Name Clarification Form
- Handbook Receipt Acknowledgement Form
- Information Update
- Parent Questionnaire

All forms must be completed and returned to the school office no later than noon, two Wednesdays prior to your child's first day of class. For students enrolling after August 15th, within two weeks of enrollment but no later than noon two business days prior to starting preschool. The State of California requires these forms and your child **cannot** attend school until the office has received all forms. In addition, your child's teacher needs time to review the Parental Concerns and Name Clarification Form and Parent Questionnaire to help her prepare for your child's transition into her class.

IMMUNIZATION REQUIREMENTS

Before your child may be admitted to school, California law requires us to **have proof** of the following immunizations:

- Polio–3 doses;
- DTP–4 doses;
- MMR–1 dose, given on or after the first birthday;
- Hib–1 dose;
- Hepatitis B–3-dose series;
- Varicella; and
- TB risk-factor screening

Please have your doctor fill in the information on the Physician's Report. The yellow immunization card may be presented if the doctor's form is not completed prior to the child's starting school.

If your child is not fully immunized and has a medical exemption form signed by a pediatrician, please speak with the administrative assistant in the Preschool office.

Additional Information

In addition, parents will be given copies of the following forms:

- Annual Enrollment Agreement
- Caregiver Background Check Process (Lic. 995E)
- Emergency Procedures
- Photo Release Form
- Pesticide Application Notification (AB2698 mandate)

RETURNING STUDENTS

Parents need to complete the following forms each year:

Provided in the initial enrollment packet, these must be returned no later than noon, two Wednesdays prior to your child's first day of class:

- Admissions Agreement
- Identification and Emergency Information Form
- Parental Concerns and Name Clarification Form
- Handbook Receipt Acknowledgement Form
- Information Update
- Parent Questionnaire

All forms must be completed and returned to the school office no later than noon, two Wednesdays prior to your child's first day of class. For students enrolling after August 15th, within two weeks of enrollment but no later than noon two business days prior to starting preschool. The State of California requires these forms and your child **cannot** attend school until the office has received all forms. In addition, your child's teacher needs time to review the Parental Concerns and Name Clarification Form and Parent Questionnaire to help her prepare for your child's transition into her class.

Parents also need to provide the office with verification of all new immunizations yearly.

Additional Information

In addition, parents will be given copies of the following forms:

- Annual Enrollment Agreement
- Pesticide Application Notification (AB2698 mandate)

TUITION PAYMENT AGREEMENT

The school relies entirely on tuition to meet operating costs. Payment may be made by cash, check, or electronically. If a student's tuition becomes delinquent by over two months, their continued enrollment will be re-evaluated by the Director and the Preschool board as outlined below.

Attorney Fees and Associated Fees

Parents shall pay any and all costs and expenses incurred in the collection of any unpaid tuition and fee amounts described herein or the enforcement of any of the provisions hereof, including but not limited to costs and fees associated with the retention of an attorney, all bank fees, late fees, and all associated costs.

Tuition Payment Policy

Tuition is due during the first week of the month. We do not send out bills. The last day to pay tuition without incurring a penalty is the 10th of each month. Tuition received after the 10th is subject to a \$10 late fee.

If tuition for the current month is not received by the 20th of the month, an e-mail reminder will be sent to the family notifying them of the delinquency and inviting them to speak with the Director if payment is a hardship.

Tuition for two months plus the \$10 late fee is then due in full during the first week of the following month.

If tuition is not received in the first week of the next month, a certified letter will be sent notifying the parents of the total tuition now due and that if tuition is not paid in full by the 10th of the month, their child may lose their spot at St. Stephen's Preschool. Families will again be asked to contact the Director regarding any financial hardship.

Families will have until the end of the second month to bring their account current before any action is taken regarding removing their child from St. Stephen's Preschool.

Returned Check Fee

For any check returned by the bank, we will charge you the fee the bank charges us.

Tuition Credit

No tuition credit is given for school holidays or absences.

Withdrawal

Should it become necessary to withdraw a child, parents must give at least two weeks' notice. If **written** notice of withdrawal is received before the 15th of February, June's tuition deposit will be applied to the current month's tuition. After February 15th, **no refunds will be given.**

Receipts

Your cancelled check is your receipt. If you require further documentation for tax or work purposes, please request it from the office. All payments in cash will be receipted.

Federal Tax ID # 95-2592621

SIGN-IN AND SIGN-OUT

State law requires that children be signed in when brought to school and signed out when picked up. Your signature must match the one you provide on the Signature Clarification Page, which will be given to you before school starts.

Authorization

Parents must inform the school if someone other than a parent is going to take a child from the preschool. Please be sure to list on the Identification and Emergency Information Form the **first and last name** of any and all persons you authorize to take your child from St Stephen's.

They must present a photo ID when requested by preschool staff. **No child will be released to any person not authorized in writing by the parent. State law prohibits us from accepting authorization over the telephone. This is for your child's safety.**

EMERGENCY CONTACTS

For your child's security, please be sure to provide us with at least two emergency contacts and keep their phone numbers up to date.

STUDENT RECORD UPDATES

Whenever there are changes or additions to the information originally provided on the registration form, please contact the office to update the information. **This is most important regarding telephone numbers where the parent can be reached while the child is at school. In an emergency, we want to be able to reach the parent quickly.**

CHILD ABUSE REPORTING REQUIREMENT

Preschool teachers are considered "Mandated Reporters" in the State of California. Section 11166 of the Penal Code requires "any childcare custodian who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

BOARD OF DIRECTORS

St. Stephen's Preschool is governed by a board of directors, which is composed of members in good standing of St. Stephen's Episcopal Church, a teacher representative, and a community representative. The Preschool Board meets the second Tuesday of each month.

II. PROGRAM

Teachers plan activities for the entire 9:00 a.m.–12:00 p.m. or 7:00 a.m.–6:00 p.m. class time. Your child will benefit most from our program when present for the complete class.

DAILY SCHEDULE

The daily schedule provides opportunities for each child to make individual choices within the activities offered and to participate in classroom maintenance (clean-up time), as well as whole group activities appropriate to the age of the children in the class. The children have a minimum of 45 minutes outside each day where they are free to explore our large playground and various activities the playground teacher has provided. Snack time takes place after outside time.

PRAYER

Prayer is a part of the daily activities at St. Stephen's. The children will say grace before they eat. In general, God-centered language is used in prayers.

CHAPEL TIME AND CHAPLAIN CLASSROOM VISITS

Once a week, the children will have chapel time with the Preschool chaplain. This is a 15-20 minute session with one or two classes at a time, usually held in the church. The topics vary. Parents are welcome to observe, and the chaplain is always open to suggestions or questions about chapel time

SCHOOL RULES AND DISCIPLINE

Ensuring the safety of everyone is the most important thing at school. Behavior that causes or threatens harm to self, others, or any property is not permitted.

We feel that all our students are in the process of learning appropriate behavior, and it is our responsibility to guide them on the right path. The teachers use children's mistakes as learning opportunities, encouraging the children to find their own solutions, rather than having the adults force a solution upon the children. We encourage appropriate behavior and remind the children often of our school's rules and the reasons behind them.

The staff members guide children toward age-appropriate behavior using positive techniques, such as logical or natural consequences, redirection, and anticipation or avoidance of problems. We use encouragement of appropriate behavior rather than competition, comparison, or criticism. **Staff members never use corporal punishment.** Your child's teacher will have more detail as to how discipline is handled in her class.

If a problem continues, parents will be notified. The teacher and director, if necessary, will work with parents to develop a plan of action. Parental cooperation is expected, and lack thereof could be grounds for dis-enrolling the child from school. If at any time we feel a child has behavior problems so serious that we are not equipped to help or we feel other students are being negatively affected, the child may be dis-enrolled.

Behavior requiring the assistance of a Shadow

At times, a child's behavior at preschool is such that additional staffing is required to ensure the safety of all students. If this becomes necessary, parents will be notified that we have added a "Shadow" to assist the child throughout the day. The school is prepared to cover the additional expense of the shadow for the first two weeks. Parents will be required to reimburse the school for the additional expense beginning the third week the shadow is needed.

In most cases, when a shadow is needed, the parents will be asked to have the student assessed by a specialized professional who will be able to provide the teacher with additional tools necessary to facilitate the student's success.

CONFLICT RESOLUTION

Learning to manage conflict is an important part of preschool. All children need to understand how to resolve conflict on their own and ask for help when they need it. As we guide children toward their independence, we keep in mind that children need to learn to repair their relationships on their own, without forcing them to be insincere.

- We help children verbalize their feelings and desires and listen to one another.
- We give children the opportunity to suggest their own solutions to the conflict.
- We assist children in finding a solution if needed.
- We help children recognize and take responsibility for their own behavior.

SCHOOL CLOTHES AND SHOES

We strongly request that your children wear play clothes at school. Many of our activities are messy, and we want the children to be comfortable as they experience each activity and not worry about getting “good” clothes dirty. **Please be sure to label all outerwear.**

Preschool children are very active. Our large playground offers them many opportunities for gross motor activity. **For their safety and comfort, children must wear rubber-soled shoes which fit their foot securely.** St. Stephen’s Preschool is a “**tennis shoe only**” preschool. Shoes must be closed-toed, rubber-soled, and attach firmly to the foot with Velcro, laces or buckles. Slip-on shoes, dress shoes, and boots of any kind are **not acceptable** footwear.

Additional Change of Clothes

All children must bring a complete change of clothes in a labeled zip-lock bag. Parents should label all clothes with the child's name. If your child uses these clothes, please send in replacement clothes the next day he or she comes to school. Children are more comfortable in their own clothes than in the school’s clothes.

DIAPERS AND BATHROOMS

We understand that bladder and bowel control is developmental, and as such we allow children who are still in diapers to attend preschool. To ensure your child’s comfort and to permit the teachers to fully engage with the entire class during the transition to school, please be sure that your child’s diaper is clean and dry when you leave your child at school. If you discover that a diaper has been soiled on the way to school, you are welcome to use our changing table before leaving your child in class.

As your child becomes aware of these bodily functions and begins to use the toilet, we will work with you to help your child successfully gain bladder and bowel control. Please speak directly with your child’s teacher regarding how this process will take place within the school setting.

We have two centrally located bathrooms, each of which has five child-sized porcelain toilets. In each bathroom, one of the toilets is in a stall. There will always be adult supervision in the bathrooms; however, we expect each child to wipe himself or herself. Please empower your child to be self-sufficient in the bathroom. We will assist with clothes as needed and remind all to wash their hands.

BACKPACKS

Each child needs a backpack to carry home their artwork, Show and Tell items, etc. Backpacks should be large enough to hold the artwork that your child will create at school. If your child is still in diapers, these should also be in the backpack. Extra clothing need not be stored in the backpack unless your child is actively potty-training. Please empower your child to carry their own backpack from the start of the school year. This builds good habits necessary for Kindergarten.

DISMISSAL

Children should be picked up **promptly** at the end of class. If parents must come early for their children, they should notify the office or the teacher at the beginning of the class so that class will not be unduly disturbed. The doors will remain closed and locked until dismissal. Access to the playground and Room 10 is restricted until just before dismissal. It is necessary for all of the children to be off the playground before parents enter. Ask in the office if you need access when the gate is locked.

Late Pickup

Children who are not picked up on time will be brought to the office until an authorized person picks them up. Please, when possible, notify the office if you will be delayed in picking up your child. We will then assure your child that you are coming.

A late fee of \$1.00 for every minute will be charged if you are more than five minutes late.

SHOW AND TELL (not for 2-Year-Old Classes)

Each class has Show and Tell once per week. Children may bring a toy, book, CD, cassette, or other item of their choice. This provides a valuable time for the child to develop speech and language skills and self-confidence. The item brought must be put in the Show and Tell basket and will be brought out only for Show and Tell time. Only items that DO NOT promote aggressive or violent behavior may be brought to school (NO guns, knives, swords, etc.).

PARENT PARTICIPATION

Parents are invited to assist in their child's class. Prior to volunteering, parents must attend a volunteer orientation meeting with the director. These meetings will be scheduled throughout the year, beginning in October. In addition, California requires all volunteers to show proof of the following immunizations: influenza, pertussis, and measles. Parent volunteers must also complete an emergency and ID form at orientation. On the day that parents volunteer, they must check in at the office and get an ID badge before going to their child's class. While volunteering, please focus your attention on the children and refrain from socializing with other parents or staff and using your cell phone.

ENRICHMENT CLASSES

Throughout the school year, various enrichment classes are offered, one day per week for between four, five or six weeks per session. These classes are offered in addition to the regular St. Stephen's Preschool school day. Classes are filled on a first-come basis, with fees due before the start of the session. These classes are available to children between the ages of 2 and 5 and are not dependent on enrollment in any other St. Stephen's Preschool programs.

PRE-K FIELD TRIPS

Field trips are a very valuable part of the curriculum. They let the children experience things that are not available within the classroom setting. For identification purposes, we ask that each child wear a St. Stephen's Preschool T-shirt or sweatshirt. Parents will be notified in advance of all trips or outings. If a trip is not within walking distance, each parent will be responsible for driving his or her own child. If parents cannot drive, they should make arrangements with another parent in the child's class. Parents must sign the field trip permission roster before their child may participate in each field trip.

Parents are welcome to join the class for our field trips. To ensure the safety of all of the children and to enhance their enjoyment of the experience, we ask parents to follow these guidelines:

- No siblings may accompany parent.
- Teachers consider you part of the team and ask that you follow their direction in assisting the children.
- We ask that parents keep their attention focused on the children and not on adult conversation.
- Parents may take pictures as time and conditions permit.

Thank you for your understanding in helping to make all field trips pleasurable for your child and their classmates.

SPECIAL ACTIVITIES

Birthdays

Birthdays may be celebrated at school. All children will have a birthday celebration day scheduled close to their birthday or, for students with summer birthdays, at some other time during the year. You may bring in a small treat for your child's class to share on the day. The treat will be in addition to the children's personal snack. Licensing regulations require that the snack be commercially prepared and come to school in the original packaging. Please check the calendar on your child's class bulletin board for the day the birthday celebration is scheduled.

Please do not bring balloons or party favors of any kind for classmates. Often the balloons pop or fly away, and the children are disappointed.

We understand that your child may wish to include classmates in birthday parties or other celebrations that will take place outside of school. So as to not hurt children's feelings, it is our policy to put invitations into cubbies or backpacks only when all the children in your child's class have been invited. If you choose to invite fewer children or children from different classes, we ask you to hand the invitation directly to the parent. If you do not see the parents, you may bring the stamped invitation to the office, and we will address and mail it.

Special Events

There are several special events throughout the school year to which parents are invited:

Halloween Celebration
Christmas Program
Last Day Picnics

Mother's Day Celebrations
Dad's Night
Graduation for Pre-K students

The dates and times are listed on the calendar you will receive prior to the start of school. The children work very hard to prepare for these events. Your attendance and participation are extremely important to your child. Please mark your family calendar when you receive the school's calendar. If you absolutely cannot attend, we welcome a substitute. Please advise the teacher as soon as possible.

Holiday Celebrations / Gift Exchange

At Halloween and Valentine's Day, parents will be invited to bring in a **small** token for children to exchange. Please understand that everything a child receives must fit in the lunch-sized bag that the children have decorated.

At Christmas, in lieu of exchanging tokens with classmates, St. Stephen's Preschool will "Adopt a Family" from HillSides, an Episcopal Outreach program for abused and neglected children.

Many holidays are observed within the classroom; however, only Halloween and Valentine's Day will be recognized with token exchanges among students. Please do not bring gifts for classmates to school for other holidays, as the teachers are not permitted to distribute them.

EARLY BIRD, LUNCH BUNCH, AND FULL DAY OPTION

We offer extended care from 8:00 a.m. to 9:00 a.m. (Early Bird), 12:00 p.m. to 1:00 p.m. and 12:00 p.m. to 2:00 p.m. (Lunch Bunch), and from 7:00 a.m. to 6:00 p.m. (Full Day). Sign-ups for Early Bird and Lunch Bunch are taken in the office. Children are enrolled in Full Day at registration. Early Bird will take place in one of the classrooms. Lunch Bunch is held on the playground, weather permitting. On rainy days or days of extreme temperatures, Lunch Bunch moves indoors. Full Day meets in an assigned classroom after Lunch Bunch. The children are to bring their own lunch. Please label all backpacks and lunch boxes.

Early Bird

When you pre-register, the cost for Early Bird is: \$8.00 for drop-offs from 8:00 to 8:14, \$6.00 from 8:15 to 8:29, and \$4.00 from 8:30 to 8:45. No children will be accepted for drop-off after 8:45, as the children will be taken to their own classroom at 8:55. If a child is not pre-registered, the charge increases to \$16.00 for drop-offs from 8:00 to 8:14, \$12.00 from 8:15 to 8:29, and \$8.00 from 8:30 to 8:45. A child will be considered pre-registered when you use the monthly pre-registration form **or** have called the office before 8:00 a.m. on the day in question.

AM Student Lunch Bunch

When you pre-register using the monthly extended care calendar no later than the 25th day of the previous month, the cost for 12:00 p.m. to 1:00 p.m. Lunch Bunch is \$7.00 per day, and the cost for 12:00 p.m. to 2:00 p.m. is \$14.00 per day. When registering after the 25th day of the previous month, the cost for 12:00 p.m. to 1:00 p.m. Lunch Bunch is \$8.00 per day, and the cost for 12:00 p.m. to 2:00 p.m. is \$16.00 per day. You may also use a Lunch Bunch coupon, purchasable in books of five coupons. 12:00 p.m. to 1:00 p.m. coupon books are \$35.00, and 12:00 p.m. to 2:00 p.m. coupon books are \$70.00. More information and forms will be included in the mailing you will receive in late July.

An additional late fee of \$1.00 per ONE MINUTE will be charged for pick up if you arrive after your child's scheduled pick-up time (1:00 p.m. or 2:00 p.m.).

PM Student Lunch Bunch

Students enrolled in our afternoon classes may come for Lunch Bunch from 12:05 p.m. to 1:00 p.m. When you pre-register using the monthly extended care calendar no later than the 25th of the previous month, the cost is \$7.00 per day. When registering after the 25th of the previous month, the cost is \$8.00 per day. You may also use Lunch Bunch coupons, purchasable in

books of five coupons for \$35.00. More information and forms will be included in the mailing you will receive in late July. Please label all backpacks and lunch boxes.

Full Day Students

Students enrolled in Full Day may be dropped off anytime between 7:00 a.m. and 8:45 a.m., or 9:00 a.m. Children attend their normal morning class from 9:00 a.m. to Noon. Full Day students have the opportunity to play and eat at lunch bunch until 1:00 p.m. They are then taken into the Full Day classroom for rest time from 1:00 p.m. to 3:00 p.m. Parents may pick up their child anytime between 3:30 p.m. and 6:00 p.m. We do not allow children to stay at school for longer than 10 hours per day.

III. COMMUNICATION

OPEN-DOOR POLICY

St. Stephen's Preschool maintains an open-door policy to parents of children enrolled in the Preschool. The classroom doors are locked for the safety of your child. Just knock and, after looking out the peephole, the teacher will open the door to you.

DIRECTOR AVAILABILITY

The director welcomes comments and concerns from parents. Through open communication we can ensure that the needs of all are met.

PARENT-TEACHER CONVERSATIONS

Teachers are busy at the start of class greeting children as they arrive. If parents wish to discuss something with a teacher, they should do so after class rather than at the beginning. These **occasional** short conversations are invaluable and, when held at the end of class after all the children have been dismissed, will not be in conflict with the program.

BULLETIN BOARDS

Parents should check the classroom bulletin board for the monthly curriculum outline, "What We Did Today" notice, birthday snack calendar and other announcements. Please remember to keep the members of your carpool informed. Between Rooms 2 and 5 are two large bulletin boards where different items of interest to parents will be posted throughout the year.

NEWSLETTER

The school distributes a monthly newsletter via e-mail to all parents. The newsletter communicates upcoming events, as well as reviews what happened the previous month. It is very important that you take the time to read through the newsletter and make note of all activities and dates that pertain to your child.

INFORMATIONAL EVENTS FOR PARENTS

Parent Orientation - before school starts

During the week prior to the start of school, the director will hold a mandatory evening meeting for all parents, except those whose child has already completed our 3-Year-Old or Pre-K program. At this meeting, policies and procedures will be reviewed and there will be an opportunity for questions.

Meet the Teacher Day

During the week prior to the start of school, we will hold our Meet the Teacher day, when parents and children are encouraged to come to school to meet the teacher and assistant(s). This is intended to make the first day of school easier on both parent and child.

Meeting for Parents of Two-Year-Olds

The parents of two-year-olds will have a meeting just for them. This meeting will usually take place the second or third week of school during the class day. Parents will have the opportunity to observe their children on the playground.

Individual Parent-Teacher Conferences

Individual conferences will be held twice each year.

For the 2-Year-Old classes, conferences will be held in the fall when the teacher will share how your child is adjusting to preschool and again in the spring to review your child's growth and development.

For the 3-Year-Old and Pre-K classes, conferences will be held in October, when the teacher will share how your child is adjusting to preschool and listen to any concerns parents may have. A second conference will be held in January or February to discuss your child's growth and development and answer any questions parents may have about class placement for the next school year.

Developmental Checklists

The teachers will be using a developmental checklist to track your child's growth in the following areas:

- Emotional/social growth,
- Receptive language/cognitive development,
- Expressive speech and language, and
- Gross and fine motor development.

You will receive the checklist at the January/February conference and again in May. A conference to discuss the checklist may be requested by parents or teacher.

Kindergarten Readiness Forum

St. Stephen's sponsors a Kindergarten Readiness Forum each year in January or February. Kindergarten teachers from local school districts will be at this forum to talk about Kindergarten readiness and expectations. This forum can be especially helpful for parents who are not sure whether their child is ready for kindergarten or would benefit from having an extra year to grow.

Meeting for Parents of Pre-K Students

In January or early February, the Director will hold meetings for parents of our Pre-K students. Topics covered will include curriculum for the second half of the year, preparation for kindergarten, and special activities for the end of the year, including graduation.

RESOURCES AND REFERRALS

Our staff is trained in child development and prepared to be classroom teachers; however, there are times when situations arise that require input beyond the scope of our expertise. We will provide parents with resources on where they may receive information and/or support. We may also ask for your permission to have an expert observe your child in our school setting. This observation will give both the parent and the teacher input with regard to services, if any, which would benefit the child. We welcome “shadows” for special-needs children. Shadows must show proof that they have a DOJ fingerprint clearance, a negative TB report, and proof of the following immunizations: influenza, pertussis, and measles.

IV. HEALTH

DAILY HEALTH ASSESSMENT

All children must check in with the teacher prior to being signed-in and left for class. At this time, the teacher will ensure that the child is free from obvious signs of illness.

ILLNESS

Ill children will not be admitted to school. A non-clear, runny nose or persistent cough is a sign that children are ill and may not attend school. Children may return to school when they have had a normal temperature and no vomiting or diarrhea for at least 24 hours and they feel well and can participate fully in the program. Children who are out for more than two consecutive class days are required to bring in a doctor’s note clearing them to return to school.

If children become ill at school, they will be isolated and their parents will be notified. An authorized person will need to pick up the ill child as soon as possible.

Please notify the school office (661-259-8527 or school@st-stephens.org) if your child is ill. This is especially important if he or she has a communicable disease. When we are notified of a communicable disease, we will post a notice on the classroom bulletin boards, without naming the child who is ill.

INCIDENTAL MEDICAL SERVICES PLAN

Although St. Stephen’s Preschool prefers not to administer any medication while a child is in our care, we realize it may be necessary for the health and welfare of the child to do so in the event of an emergency. Incidental and emergency medications (prescription and OTC antihistamine medications) will be stored and administered under the following conditions: in order to store such medications (Epi-pen, inhaler, Benadryl, etc.) at the preschool, there are several forms to be completed by parents and/or the child’s physician. Medication will only be accepted when all appropriate forms are complete and placed with the medication inside of a zip lock bag. We will only accept medications which are to be administered in case of an emergency. At any time, we reserve the right to make

admission and retention decisions based on each child's needs. If we feel we cannot meet a child's needs, we reserve the right to refuse admission or terminate a child's enrollment.

PRESCRIPTION MEDICATIONS

Prescription medications will only be administered if the medication is in the original container with a prescription label attached. The label must have the child's name and the doctor recommended dosage on it. A Parent Consent for Administration of Medications and Medication Chart (LIC 9221) form must be filled out by the parent, along with a Protocol for Administration of Medications to Children While at School form and a Physician's Authorization to Administer a Medication form, which will be placed both with the medication and in the child's file. If a change in dosage occurs, a new prescription label must be obtained.

OVER THE COUNTER MEDICATION

OTC medication will be administered only in a case of an emergency. It also must be in its original container with a completed Parent Consent for Administration of Medications and Medication Chart (LIC 9221) form and Physician's Authorization to Administer a Medication form. Forms will be placed both in the child's file and with the medication.

OTHER MEDICATIONS

Epi-pens and inhalers/nebulizers will only be given with a prescription and according to doctor's instructions that do not conflict with what is written on the prescription label. Parent Consent for Administration of Medications and Medication Chart (LIC 9221), Protocol for Administration of Medications to Children While at School form, Physician's Authorization to Administer a Medication form, Nebulizer Care Consent/Verification (LIC 9166) (if needed), Child Asthma Action Plan (if needed), and Food Allergy & Anaphylaxis Emergency Care Plan (if needed) must also be complete and filed both in the child's file and with the medication.

EPI-PENS

Epi-pens require a Food Allergy & Anaphylaxis Emergency Care Plan and allergy list that is to be kept in the child's file with a list of reactions to look for. An allergy list will also be posted in each classroom. If an Epi-pen is administered, 911 and parents will both be called. The child's pediatrician or allergist will need to complete the Food Allergy & Anaphylaxis Emergency Care Plan with their phone number, signature, and office stamp.

- An Epi-pen is to be administered only in severe allergic reactions. Such emergencies may occur from: insect stings or bites, foods, drugs or other allergens as well as from idiopathic or exercise induced anaphylaxis.
- The Epi-pen is a one-time use unless a twin inject Epi-pen is provided.
- If the Epi-pen is administered, 911 and the parent will be called immediately.
- An Epi-pen will be used in accordance with the directions and as prescribed by the physician.
- An Epi-pen will be ready for use at all times.
- An Epi-pen will be protected from exposure to light and extreme heat.
- The Epi-pen expiration date will be noted and a replacement will be brought by the parent.

- If an Epi-pen is discolored or contains a precipitate, the office staff will request the parents bring a replacement.

ADMINISTERING INHALERS AND NEBULIZERS

In order for St. Stephen's Preschool to administer inhalers or nebulizers, the parents must fill out Nebulizer Care Consent/Verification (LIC 9166). We require a written parental consent form and an individual Child Asthma Action Plan signed by the doctor with the child's doctor's phone number and office stamp. Parental phone numbers will also be on the paperwork where they can be reached at all times while the child is attending St. Stephen's Preschool.

We require the following:

- Specific indications/symptoms for administering the inhaled medications in accordance with the physician's prescription.
- The medication in the original box with the child's name on the prescription label.
- Potential side effects and expected response.
- Dose form and amount to be administered.
- Action to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes action to be taken in case of emergency.
- Instructions for proper storage of the medication.
- Telephone number and address of physician.
- The person dispensing the medication will comply with universal precautions (gloves and hand washing).

RECORD KEEPING

Records to be obtained and maintained are the Parent Consent for Administration of Medications and Medication Chart (LIC 9221), Protocol for Administration of Medications to Children While at School, Physician's Authorization to Administer a Medication, Food Allergy & Anaphylaxis Emergency Care Plan and, if needed, Nebulizer Care Consent/Verification for Child Care Facilities (LIC 9166) and Child Asthma Action Plan. Staff training for the administration of medication is to be provided during training for the renewal of each staff member's Pediatric First Aid card. It is the parent's responsibility to obtain training materials for the child care staff. A medication service log with the times and dates that medication was administered will be kept both in the child's file and with the medication. A copy of the Notice to Parents Regarding Medication Given will also be put in the child's file, with the original form given to the parents on the day the medication is administered.

STORAGE

All medications must be in the original container with a prescription label affixed to it. In the case of a OTC medication, the medication must be in the original container and labeled with the child's name. All medication must have a permission form filled out by parents and doctor if needed. All medication must be current. It is the parent's responsibility to make sure St. Stephen's Preschool is supplied with medication that is not expired. St. Stephen's Preschool will not administer expired

medication. If a child's medications are expired, the child will have to wait for emergency responders to bring appropriate medication to administer. Medication will be stored in the emergency backpack placed on a high hook out of the reach of children in the preschool office. Medications that require refrigeration will be kept in a lock box in the refrigerator. It is the parent's responsibility to collect the medication at the end of the school year or when a child is withdrawn from school.

ADMINISTRATION

Office personnel and lead teachers in each classroom may administer all medications. Medication will be brought to an evacuation due to an emergency situation in the emergency backpack if deemed necessary and safely feasible.

UNIVERSAL PRECAUTIONS

Gloves will be used while administering all medication to insure no potential exposure to blood or body fluids. Hands will be washed immediately after the removal and disposal of gloves and any other used instruments while administering medication. Disposal of all materials will be made in approved containers.

TRANSPORTING IMS EQUIPMENT IN AN EMERGENCY

Office personnel is responsible for evacuating the facility with all IMS equipment and supplies that are stored in office. St. Stephen's Preschool is not responsible for locating IMS equipment and supplies in the event of structural damage to the facility or any other emergency that threatens the safety of the staff to be on campus.

COMMUNICATING THAT IMS HAS BEEN PERFORMED

Parents/Guardians will be notified by email of any changes to the plan of operations for IMS. Parents/Guardians will also be notified in writing within 24 hours of any changes of the plan of operations for IMS. Parents/Guardians will have a 30-day grace period to adopt any changes made to the plan of operations for IMS. In the case that any medication is administered, 911 will be called and parents will be called immediately thereafter. The medication service log will be completed and the notice to parents regarding medication given will be given to the parents, with a copy placed in the child's file.

REPORTING REQUIREMENTS TO THE DEPARTMENT OF SOCIAL SERVICES FOR IMS

All serious incidents in which an IMS is performed will be reported to Community Care Licensing (CCL) within 24 hours of the incident. Serious incidents are reported to CCL via telephone to the designated analyst, followed by an e-mail and written correspondence mailed by USPS. All unusual incidents will be documented and recorded using LIC form 624 by the licensee.

If you have further question regarding St. Stephen's Preschool's Incidental Medical Services plan, please feel free to call the preschool office at (661) 259-8527.

V. NUTRITION

We promote good nutrition at St. Stephen's. Snack time is a learning time when we talk about the "growing" food children need to eat and how it helps to make strong bodies.

PERSONAL SNACK

Each day children will bring a personal snack from home. While we cannot dictate which part of their snack your child eats first (see the note below) we strongly encourage you to pack a small, nutritious snack for your child and save the "treats" for home. Class snack time is not intended to be the child's lunch.

Note to Parents Regarding Food Brought from Home

The State of California states that your child's personal rights in part are "to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature, including but not limited to: interference with daily living functions, including, eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning."

Our licensing program analyst interprets this to mean that we may not set rules or restrictions on the order in which your child consumes the food that you provide in his or her lunchbox. In other words, **this means that, although we would like to tell your children to eat their healthful food before their treat, the law prohibits us from doing so.**

At St. Stephen's, we promote good nutrition, but you, the parent, are not here to monitor what your child eats and in what order, and we cannot insist that your children eat their healthy food first or at all. You know your children best. If eating a well-balanced snack or lunch is important to you, and your child may not be able to make healthy choices on his or her own, you might want to save the goodie for after your child gets home.

V. EMERGENCY PREPAREDNESS

EMERGENCY CARE AND DISASTER ACTION PLAN

The school has a comprehensive emergency preparedness plan. This plan covers the jobs each staff member will perform in the case of an emergency, the emergency supplies, and emergency food and water. At the beginning of the school year, you will receive a copy of the emergency assignments for the year.

BUDDY KIT

We ask parents to provide a "Buddy Kit" for their children. The requested items are intended to be a comfort to the child while waiting to be picked up. We will provide parents with a list of suggested items in the mailing you will receive in August. Please bring in the completed "Buddy Kit" on the first day of school. Inclusion of a picture of the family and a small toy should bring comfort to your child in a stressful time. Please be sure to include the names of anyone who might call for your child in an emergency. We will release children **ONLY** to those listed on your Identification and Emergency Information Form. They must provide photo identification.

ACCIDENT INSURANCE

For injuries occurring while at school, the school carries student accident insurance that may cover some costs after the student's primary insurance has paid. The office will provide the necessary forms when they are needed. Please note, insurance claims must be filed in a timely manner.