



2017 - 2018
**PARENT
HANDBOOK**



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WELCOME

Welcome to Community Presbyterian Preschool! If you are new to our program, then let me be the first to say we are so happy that you are here! If you are a returning family, then we are thrilled to see you back again! We are looking forward to a wonderful year with your children here at Community Presbyterian Preschool.

This booklet is your guidebook for the school year. Please be sure to keep it in a safe place where you may refer to it throughout the year.

Here's to a great year ahead!

Sincerely,

The Community Presbyterian Preschool Team



A time to **explore**, a time to **play**
a time to **develop** new **skills** &
a time to **learn about God's love.**



ADMISSIONS AGREEMENT

This agreement is between Community Presbyterian Preschool and

_____ for the care of _____
 PARENT(S)' NAME CHILD'S NAME

1. **I/We agree to pay** the stipulated rate checked below upon contracting for the services offered by Community Presbyterian Preschool for the 2017/2018 school year. The cost of tuition is divided evenly over 9 months (Sept-May, excluding holidays).

Your May 2017 pre-payment covers September 2017 tuition and is non-refundable.

** A convenience fee has been included in the monthly tuition payment if paying by credit card.*

All class times: 8:30 am – 11:30 am

	ACH	*Credit Card
Two Year Old Classes		
<input type="checkbox"/> Monday/Wednesday	\$390.00	\$405.00
<input type="checkbox"/> Tuesday/Thursday	\$390.00	\$405.00
Three Year Old Classes		
<input type="checkbox"/> Tuesday/Thursday	\$390.00	\$405.00
<input type="checkbox"/> Monday/Wednesday/Friday	\$470.00	\$485.00
Four Year Old Classes		
<input type="checkbox"/> Monday/Wednesday/Friday	\$470.00	\$485.00
<input type="checkbox"/> Monday/Tuesday/Wednesday/Thursday	\$550.00	\$565.00
Five Year Old Class		
<input type="checkbox"/> Monday/Tuesday/Wednesday/Thursday/Friday	\$625.00	\$640.00

2. **Monthly payments** are due on the 1st day of the month, charged by the 5th and delinquent after the 10th. A \$25 late fee is added to the payment if it is received after the 10th. A convenience fee has been included in the monthly tuition for payments by credit card.
3. **Refunds:** There is no refund for the registration fee. The first month's tuition is non-refundable.
4. **Rate Change:** Parents will be given at least 30-day notice of a rate change.
5. **Late Pick Up Fee:** Failure to pick up your child on time may result in a late charge of \$25 for each 15-minute period, or portion thereof.
6. **Sign In/Sign Out:** The child must be signed in at drop off and signed out at pick up on the classroom attendance sheet. Failure to sign in or out may result in a \$25 fee per occurrence.
7. **Reasons for Termination:** Failure of the parents/guardians to meet financial obligations or to comply with this Admission Agreement; Community Presbyterian Preschool or the parents/guardians believe the child is not benefiting from the program; inability of child or parent to adjust to the preschool program; child's behavior is harmful to others.
8. **Withdrawal:** Withdrawal must be made at least 30 DAYS IN ADVANCE with a written withdrawal submitted to the Preschool office. If no notice or less than 30-day notice is given, one month's tuition will be charged.
9. **Optional Services:** An extended lunch program is offered for our Three, Four and Five Year Old Classes to 12:30pm. Sign-up is at the time of enrollment for the full 2017-2018 school year. M/W or TU/TH - \$75/mo. To withdrawal from Lunch Bunch notice must be given to the office by the 20th of the month.
10. **Rights of the Licensing Agency Section 101200 (b) & (c)**
 Community Care Licensing has the authority to interview children or staff, inspect and audit child or facility records without prior consent, and observe the physical condition of the children.

I/We agree to all of the Community Presbyterian Preschool's operating policies and procedures.

Please sign and date:

 PARENT/GUARDIAN

 Jennifer Rusinko
 DIRECTOR

 DATE

 May 1, 2017
 DATE

SAMPLE COPY. FOR REFERENCE ONLY.

SCHOOL CALENDAR

AUGUST 2017

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 31 New Family Welcome
- 31 All Family Welcome

JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 08 School Resumes
- 15 M.L. King Day
- 22 PreK & TK Conferences
- 24 Registration CPP Families
- 29 Registration CPC & SRVCA Families
- 31 Registration Open to Community

SEPTEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 01 Open House
- 04 Labor Day - Holiday
- 06 First Day of School - Abbreviated Schedule
- 07 Abbreviated Schedule
- 08 Abbreviated Schedule

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 19 President's Day

OCTOBER 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 02 Staff In-Service Day
- 04 Lunch Bunch Begins

MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 30 Good Friday

NOVEMBER 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Veteran's Day
- 20-24 Thanksgiving Holiday

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2-6 Spring Break
- 26 Spring Family Event

DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 18-20 Christmas Programs
- 21 Christmas Break Begins

MAY 2018

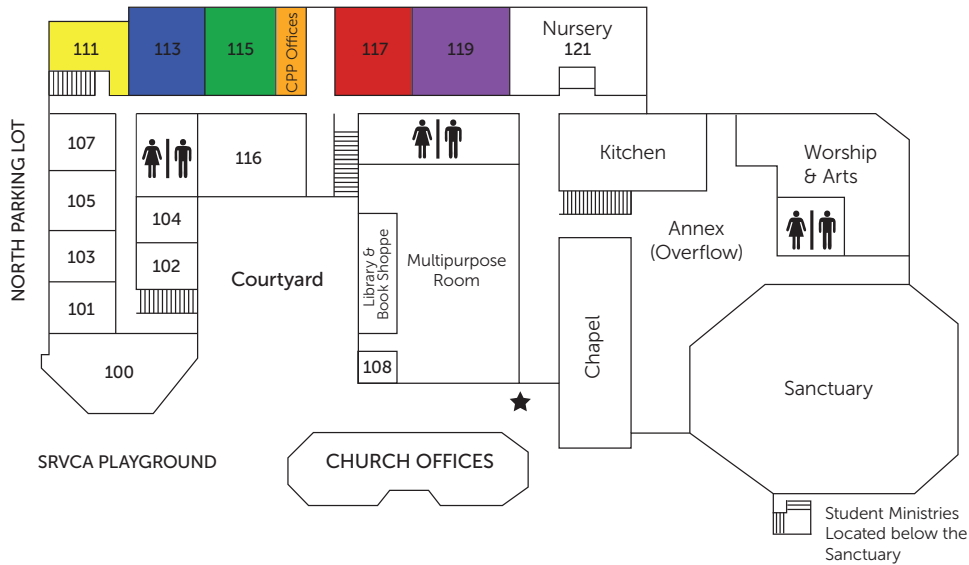
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 23-25 Last Days of School

- FIRST & LAST DAY OF SCHOOL
- SCHOOL CLOSED
- SPECIAL EVENTS

CLASSROOM LOCATIONS

- 2's - Purple Room - Room 119
- 3's - Blue Room - Room 113
- 4's - Green Room - Room 115
- 4's - Red Room - Room 117
- TK - Yellow Room - Room 111



CLASS SESSION TIMES

CPP school hours are 8:30AM – 11:30AM.
Lunch Bunch is 11:30AM – 12:30PM.

SCHEDULE FOR THE FIRST WEEK

CLASS	WEDNESDAY 9/6	THURSDAY 9/7	FRIDAY 9/8
PURPLE 2's MW	9:00–10:00 A-L 10:30–11:30 M-Z		
PURPLE 2's Tu/Th		9:00–10:00 A-L 10:30–11:30 M-Z	
BLUE 3's MWF	8:30–11:30 A-L		8:30–11:30 M-Z
BLUE 3's Tu/Th		9:00–10:00 A-L 10:30–11:30 M-Z	
GREEN 4's MWF	8:30–11:30 ALL		8:30–11:30 ALL
RED 4's M–Th	8:30–11:30 ALL	8:30–11:30 ALL	
YELLOW TK M–F	8:30–11:30 ALL	8:30–11:30 ALL	8:30–11:30 ALL

FINANCIAL POLICY (TUITION)

Your May 2017 pre-payment covers September 2017 tuition and is non-refundable.

Monthly payments are due on the 1st day of the month, charged by the 5th and delinquent after the 10th. A \$25 late fee is added to the payment if it is received after the 10th. A convenience fee has been included in the monthly tuition for payments by credit card.

Refunds: There is no refund for the registration fee. The first month's tuition is non-refundable.

Rate Change: Parents will be given at least 30-day notice of a rate change.

Late Pick Up Fee: Failure to pick up your child on time may result in a late charge of \$25 for each 15-minute period, or portion thereof.

Sign In/Sign Out: The child must be signed in at drop off and signed out at pick up on the classroom attendance sheet. Failure to sign in or out may result in a \$25 fee per occurrence.

Withdrawal: Withdrawal must be made at least 30 DAYS IN ADVANCE with a written withdrawal submitted to the Preschool office. If no notice or less than 30-day notice is given, one month's tuition will be charged.

Optional Services: An extended lunch program is offered for our Three, Four and Five Year Old Classes to 12:30pm. Sign-up is at the time of enrollment for the full 2017-2018 school year. M/W or TU/TH - \$75/mo. To withdrawal from Lunch Bunch notice must be given to the office by the 20th of the month.

COMMUNITY PRESBYTERIAN PRESCHOOL RIGHT TO EVALUATE

Community Presbyterian Preschool reserves the right to assess your child's readiness for the classroom experience. If your child requires attention beyond the typical range, you may be asked to do one or more of the following:

- » Arrive late and/or pick up early
- » Engage the services of a shadow aide
- » Withdraw your child. If he/she is of an age where he/she can return in a subsequent year, you may enroll with a Returning Student priority status. You will need to call the office in early January to determine the dates of that priority group.

THE RIGHT OF THE STATE LICENSING AGENCY

The State of California Department of Social Services, Community Care Licensing has the following authority:

- » To interview children or staff and to inspect and audit child or facility records without prior consent.
- » To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

SIGNING IN & OUT

The state of California requires that an adult signs a child both into and out of the classroom each school day. You must use your full legal signature and record your time of arrival and departure. Failure to sign in and out will result in a \$25 fine per empty signature box. Fines will be billed through our accounting department.

Please use the notes section if someone different (but still on your pre-approved list) than typical will be picking up.

EMAIL ADDRESSES

At CPP we use Constant Contact to communicate everything from reminders to newsletters to emergency notices. It is crucial that we have at least one current email address for each family on file at all times. If your email address changes, please notify the preschool office as soon as possible.

CARPOOLS/EMERGENCY PICK UP

Your child will not be released to any individual who has not been pre-authorized by you. On the "emergency & carpool pick up form", please write the names of the people you are authorizing to pick up your child from preschool. If you wish to add additional names during the year, please come to the office. ID will be required before your child will be released to anyone who is not known by the CPP staff. Please note: if there is any unresolved question about releasing your child without the proper authorization from you, CPP will always err on the side of safety by refusing to release your child.

PLAYGROUNDS

The SRVCA playground is available after pick up from 11:30 – 11:45AM.

**Subject to change*

ILLNESS

To protect the health of all students, teachers will conduct a brief wellness check of all children during drop-off time. If a child appears ill, the teacher may ask parents to take the child home until he/she is well enough to attend school.

Parents will be called to immediately pick up a child who has become ill at school. Children with a temperature of 100 degrees or more will not be permitted to stay at school.

To promote a healthy environment, please be considerate of your child's classmates and teachers by keeping your child home when he/she is ill. Students should not be sent to school if they have:

- » Fever
- » Any type of rash
- » Pink eye
- » Vomiting
- » Diarrhea
- » Persistent cough/runny nose

Children should also not be sent to school if they are unable to take part in group activities or require the continued assistance of a teacher 1:1.

For fever, vomiting or diarrhea, your child may return to school after they are symptom free for 24 hours without medication.

In order to track and communicate illness with families, please call or email the office specifically when your child is ill with any communicable disease or infection such as lice, strep throat, chicken pox, flu, hand, foot and mouth disease, etc.

CLOTHING

Children should be dressed for freedom of activity and freedom from worry about dirt, paint, etc. Assume that anything worn to school can get dirty. Make sure children can handle their own clothing when using the rest room. Shoes should be safe for all activities. Sandals, cowboy boots, crocs, jellies, and slippery-soled shoes invite accidents. **Tennis shoes are the best footwear at school.** Please label all removeable clothing (*sweaters & jackets*) your child wears to school!

EXTRA CLOTHING

All Classes: Please bring a Ziploc bag with a change of clothing for emergency use. It should be labeled with the child's name. If your child experiences a growth spurt, be sure to replace emergency supplies with the new size.

2's Class: Change of clothing and diapers are to be brought each school day in a backpack. Extra shoes are also helpful if the child is potty training.

SEPARATION OF PARENT & CHILD

Our first weeks of school are designed to ease your child into their classroom community. Please let your teaching staff know of any separation anxiety. You are welcome to stay in the classroom for a few minutes if your child requires your support. If they are having difficulty, please give them a hug, assure them you'll be back, and allow a teacher to step in and offer comfort. If helpful, you are welcome to come sit in the office and have a cup of coffee while our office staff will make sure tears have subsided and your child has engaged in an activity. Your teaching staff will also keep you informed regarding any transition concerns or if a more formal process needs to be implemented.

TOILET TRAINING

Our 3–5 year old classes must have accomplished this task, including wiping, by the time they start school. Children in the 2's class need not be toilet trained. Diapers are to be provided by the parents. If your child is having difficulty, please discuss with your child's teacher or Director.

CONFERENCES

A conference may be scheduled at any time at the request of a parent or Head Teacher.

PreK/TK - Kindergarten readiness conferences will be held Monday, January 22, 2018. There will be no PreK/TK classes in session this day.

PARKING LOT

CPP families are given priority to park in the North parking lot. See classroom locations section. Additional parking is available in the main CPC parking lot. Please use crosswalks!

PLEASE NEVER LEAVE A CHILD UNATTENDED AT ANY TIME IN YOUR CAR!

According to California State law SB255: It is a crime to leave your child 6 years or younger unattended in the car without the supervision of an individual 12 years or older.

SNACK GUIDE

SNACKS

CPP provides a daily snack consisting of two food groups, for example, yogurt and blueberries or crackers and cheese. All of our snacks are peanut and tree nut free. A detailed snack menu will be posted weekly on your classroom's parent board.

If your child has an allergy please discuss snack substitutes with your child's teacher or our office staff.

BIRTHDAYS

Many families love to sign up to bring snack in celebration of their child's birthday. Please sign up on the snack calendar on your classroom's parent board. Snack items must be in their original commercial packaging and not homemade. Please check the food allergy label as well to make sure the item has not been made in a facility that also manufactures nuts. Classroom favorites include: Rice Krispy treats, drinkable yogurts, GoGurts, real fruit popsicles, juice bars, ice cream cups, two bite pastries, etc.

Danville Bakery and Christy's donuts are also great options for **nut free cookies or donut holes**. Please let them know your requested items are for school and must be **nut free**.

Please do not send additional party favors, treats or party invitations for distribution. You will receive a classroom roster to email party invitations.

LUNCH BUNCH

This extended lunch program is available to children in the 3's, 4's and TK classes and goes until 12:30PM. It is not available to children in the 2's classes.

Sign-up is at the time of enrollment for the full 2017-2018 school year. M/W or Tu/Th - \$75/month. To withdraw from Lunch Bunch, a notice must be given to the office by the 20th of the month. If you're interested in adding the lunch bunch hour mid-year, please speak with the office for space/waitlist information.

Since we are a nut free school, we cannot have lunches containing peanut or any nut butter. Additionally, please do not send any granola bars since many contain traces of nuts. Children must bring a lunch that does not require refrigeration or heating.

PARENT PARTICIPATION

Participation in the classroom is voluntary. However, there is nothing like seeing your child and their friends in the classroom! Our 4's and TK classes welcome parent volunteers beginning in September. Our 2's and 3's classes wait until January when routines have been well established. Sometimes a parent in the classroom causes our sensitive ones to be distressed as they begin looking for their parent as well. Your teaching staff will inform you when they will begin parent helpers. Please know that while we would love for you to stay for the day, we also understand if you are only able to come for a portion of class. Please let your teacher know if you have a schedule modification. Sign up calendars will be posted on your classroom parent board.

IMMUNIZATION DOCUMENTATION

The state of CA requires the following to be on file before you may volunteer in the classroom:

- » Negative TB test
- » Pertussis (Whooping Cough)
- » Measles
- » Annual Flu Shot between Aug 1 and Dec 1 of each year (this may be waived)

For Pertussis and Measles, proof of one of the following documents is required to volunteer in your child's classroom:

- » A copy of an immunization record for measles/pertussis
- » A statement from your physician that there is a medical reason not to vaccinate
- » A statement from your physician that you are already immune to measles/pertussis

Please bring your documents to the office the week before you plan on volunteering. If your doctor is able to fax your records over directly, our office fax number is 925.678.2928.

Your immunizations will be kept on file as long as your child/ren are concurrently enrolled.

APPROPRIATE CLOTHING

When volunteering in your child's classroom, please wear comfortable clothing that won't be damaged by paint, glue or playdoh. Ladies, thank you for wearing garments that allow you to bend, play and sit on the floor modestly. Closed toed shoes are also highly recommended!

A FAMILY AFFAIR

We absolutely welcome family members, especially grandparents to volunteer in the classroom as long as proof of immunizations are on file. Some of our favorite guests are relatives with fascinating community helper jobs we love to learn from!

CAN I BRING MY INFANT WITH ME?

For safety, licensing regulations and insurance purposes, young children, not enrolled in CPP, must be in your arms or worn in a carrier. We thank you for your cooperation in this matter.

HELPFUL CLASSROOM GUIDELINES

These guidelines reflect the policy of our school, which is to provide a loving, nurturing, happy and safe atmosphere for the children in our care.

- » If a child wets or soils his clothing, notify a teacher and reassure the child that accidents do happen.
- » Do allow the children to get dirty. Paint aprons are available, but not required, for easel painting. We would rather have a child paint than keep his clothes clean.
- » No comparisons should be made between children in the class. Each child is an individual.
- » Avoid competition. We want each child to accomplish at his own rate.
- » To get a child's attention, walk to where he is, stoop down to eye level and use his name.
- » Your statements and attitudes to the children should always be affirmative. Tell a child what you want him to do, not what you do not want him to do.
- » Taking turns is a necessary thing in preschool. If you promise a child a turn, you must see that he has the opportunity.
- » Do not solve a child's problems for him. Encourage do-it-yourself behavior. You may have to help him find a solution to his problem, but let it be his solution.
- » Finally, please do not discuss a child, his attitudes, actions, abilities, or health outside of the classroom. Parents with questions should talk to the Head Teacher or the Director.

CELL PHONE & CAMERA USAGE

We ask all parents, shadow aides, family members, classroom visitors and guests to refrain from using cellular phones in all our CPP hallways, classrooms and playgrounds during preschool hours. We respectfully ask any individual, in the event he/she must receive or make a phone call, to please be excused from where children are present. Thank you in advance for your attention to this request, as it enables our staff to better serve our CPP children and families.

Due to media release variances, photos in the classroom or playground may only be taken of your child.

LATE PICK UP/EMERGENCIES

Pick up time from class is 11:30AM and lunch bunch is 12:30PM. Emergencies will arise during the year, please plan to add a trusted CPP parent to your pickup list that may sign your child out. Failure to pick up your child on time may result in a \$25 charge for each 15 minute period, or portion thereof.

ADMINISTRATIVE TEAM CONTACTS



In order from left to right: Terren Powell, Veronica O'Neill, Diane Sims, Jennifer Rusinko, Beth Cotton, Liana Veltkamp, Sabrina Cowan

JENNIFER RUSINKO - DIRECTOR

Jennifer@cpcdanville.org

SABRINA COWAN - OFFICE MANAGER

Sabrina@cpcdanville.org

DIANE SIMS - 2'S PURPLE ROOM

Dianesims@comcast.net

LIANA VELTKAMP - 3'S BLUE ROOM

Liana@cpcdanville.org

BETH COTTON - 4'S GREEN ROOM

Beth@cpcdanville.org

VERONICA O'NEILL - 4'S RED ROOM

Veronica@cpcdanville.org

TERREN POWELL - TK YELLOW ROOM

Terren@cpcdanville.org



NOTES:



222 W. EL PINTADO, DANVILLE, CA 94526
PHONE: 925-837-3316 | FAX: 925-820-3845

COMMUNITYPRESBYTERIANPRESCHOOL.ORG

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