

COAST KIDS PRESCHOOL

PARENT HANDBOOK

Preparing Hands for Today, Minds for Tomorrow, Hearts for Eternity.



NORTH COAST
CALVARY CHAPEL

Welcome to Coast Kids Preschool

A note from Mark Friestad, Pastor of Children's Ministries

Welcome to Coast Kids Preschool at North Coast Calvary Chapel. Our preschool exists as an extension of our values and mission at this church to transform the world through the love of Christ.

Jesus valued children, and we must value them as well. "Let the children come to me," He said, "and do not hinder them; the kingdom of God belongs to such as these." Our preschool is one expression of that value, in that we believe in the importance of early childhood education and in partnering with parents to raise their children.

Our preschool has a highly-qualified, caring staff, and I admire their dedication. Our commitment is to create an environment that is safe, nurturing, and fun, as your child's unique personality emerges and develops, and as they discover the world around them and the great God who made it all.

A note from Liz Hagen, Director of Coast Kids Preschool

Welcome to our preschool! The information included in this handbook is very important. The handbook is designed to help families become familiar with the routines and procedures of our preschool.

New research on brain development and learning shows how important the early years are in a child's learning and development. What happens in preschool greatly matters. And what you do at home is even more important. I look forward to a partnership with you in order to give your child the best start for school and life.

Based on what we know about the importance of play in the early years...today we prepare our hands for play. While we play...we learn and prepare our minds for tomorrow. Because we know how important faith in God is in our lives...we prepare our hearts for eternity. Thus, at Coast Kids Preschool we are preparing hands for today, minds for tomorrow and hearts for eternity!

Coast Kids Preschool a Ministry of North Coast Calvary Chapel

Contact Information

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Each staff member has their own email address. You may email them directly.
Their email addresses are listed on our website.

Mission Statement

The mission of Coast Kids Preschool is to provide children in our community with the opportunities to grow physically, cognitively, socially/emotionally, and spiritually by offering a high-quality and developmentally appropriate program that is built upon a partnership between the child, teacher, and family.

Teaching Philosophy

We feel teaching is...

- inspiring our children rather than merely filling them with facts.
- responding to our children rather than demanding of them.
- motivating our children to discover on their own rather than relying on another's discoveries.
- inducing our children to think rather than repeating other's thoughts.
- encouraging our children to make individual choices and helping them grow in confidence and interdependence with others.

- exploring to find lessons in everything our children see, hear, smell, taste, and touch and bringing them together to give deeper meaning and fulfillment to life.

Enrollment Policy

Coast Kids Preschool admits students of any race, color, national, and ethnic origin to all programs and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admissions policies.

Admission

We are licensed by the State of California, which requires that the following forms be on file for each child before the child may attend.

1. Physicians report
2. Up-to date copy of immunization card
3. Identification and emergency information
4. Pre-admission health evaluation
5. Parent's rights form
6. Personal rights form
7. Consent for emergency medical treatment
8. Admission's Agreement

Program days and Hours

We are open Monday – Friday.

5 days are Monday – Friday.

3 days are Monday, Wednesday and Friday.

2 days are Tuesday and Thursday.

Full day hours are 8:00am - 5:00 pm.

The morning hours are 8:30am – 12:30pm.

Early Care hours are NOT available. Extended hours are NOT available.

Late Pick-Up

Please call if you are running late so we can reassure your child you will soon be there and we can make staff adjustments. The late pick-up fee per minute will be charged for children picked up late.

Holidays / In-service Days Observed

Our regular school year is approximately September through mid June. We are

very similar to Carlsbad School District school calendar. We offer an optional summer camp mid June through August. Our Morning Session Programs follow closely the Holiday Schedule observed by Carlsbad School District. We offer more days of care for our families with children in the Full Day Programs. A few days per year will be Early Release Days.

Morning Programs

August	One week staff development
September	Labor Day
November	Veterans Day
November	One week for Thanksgiving
December / January	Two weeks for Christmas
January	New Year's Day
January	Martin Luther King Jr. Day
February	President's Day
March/April	One week for Spring Break
May	Memorial Day
July	Independence Day

Full Day Programs

August	One week staff development
September	Labor Day
November	Veterans Day
November	Thanksgiving and day after
December	Christmas Day through New Years Day
January	New Year's Day
January	Martin Luther King Jr. Day
February	President's Day
March/April	One week for Spring Break
May	Memorial Day
July	Independence Day

MONTHLY TUITION REMAINS THE SAME REGARDLESS OF HOLIDAYS, IN-SERVICE DAYS, EARLY RELEASE DAYS, OPEN HOUSE, ILLNESS OR QUARANTINE.

Absences

There will be no reduction in tuition due to absences, whether for illness, quarantine or vacation. We do not grant make up days for absences.

Please report absences to the preschool office. Let us know why your child is out (family fun day, vacation, illness, etc.) This helps us with planning and tracking illnesses.

Sign-In / Out Procedures

It is required by the State of California that each child be signed in and out with a complete signature by the parent or authorized adult. No initials. Sign in / out sheets are located at our check-in / check-out areas (front lobby doors and back lobby doors). Each class will be assigned a check-in / check-out area. Children will not be released to anyone other than a parent or other person(s) designated in writing by the custodial parent(s) on the Emergency Information Sheet. Adding anyone to your authorized pick up list must be done in person.

Certified custody orders must be provided to the Preschool Director prior to enrollment. Any changes in custody orders must be provided to the Preschool, specifying who is to drop-off and pick-up child(ren) each day. Photo ID's are required of all individuals not known to Preschool staff. No child will be released to an individual not specified on this form by the custodial parent.

The only authorized persons who are allowed to pick up a child are those names that are indicated on the child's Emergency Form. *It is the parent's responsibility to contact the preschool office in writing the person who will be picking up the child, approximately at what time and the date.*

It is parent's responsibility to provide at least one emergency contact that could pick up your child in the event they are being sent home and you cannot be reached.

Please Note: We will need to see the person's driver's license/state issued identification card to verify their identity, so please ask them to bring it with them when they arrive on the property to check in, as all visitors are required to do.

Financial Agreement

An annual registration fee is required to enroll each child into our program. The registration fee is NON-REFUNDABLE and NON-TRANSFERABLE. At the time of registration, 2 weeks annual tuition deposit is also due. This will be applied

to the last 2 weeks of tuition of the regular school year. The tuition deposit is also NON-REFUNDABLE and NON-TRANSFERABLE.

Tuition is due on or before the 1st of the month for that month regardless of a weekend or holiday. The late payment fee will be charged to your account if payment is received after the 5th of the month regardless of a weekend or holiday. Your child's enrollment may be jeopardized if tuition is not paid by the 15th of the month. Tuition Statements are not mailed home. They are emailed to the email address provided before the 1st of the month.

Non-Sufficient Checks / Returned Checks fee will be charged additionally. Payment is then expected within 2 business days. Other charges such as merchandise or Late Fees will appear on the next month's bill. The late pick up fee per minute will be charged for children picked up late.

Your child's enrollment will be suspended with possible termination if tuition and other fees are not paid within the time frame outlined within this agreement. There is no reduction in tuition due to illness, quarantine, vacation, holidays, in-service days or open house.

In the event where tuition costs are shared between the child's parents and one parent fails to pay, the other parent must assume all financial responsibilities at that time in order to maintain the child's enrollment.

Drop Notice or Schedule Change

You must give a two-week written notice to drop your child from our program or change the schedule, or billing will continue until written notice is received.

Daily Inspection for Children's Illness

The Department of Social Services requires us to inspect the children daily for any signs of illness before they are accepted into the classroom. The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Parents may be asked **at any time** to have their child examined by a physician for proper diagnosis of a suspected illness. A written note from a physician may also be requested to re-admit the child into the classroom.

Health and Safety

The children's health is very important to us. Preschool is for well children.

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if in the opinion of the teaching staff/director your child is sick, we will call you to come and pick-up your child within 1 hour. Your child will be isolated from the other children until you arrive. Coast Kids teachers are not medical professionals, but we determine whether a child should be sent home. At preschool we assess a child's mood and overall well being physically throughout the entire day.

The following criteria will be considered in determining if your child must go home:

- a fever of 100.5 degrees or more
- inflammation of the eyes (excessive redness, glassy or discharge)
- vomiting
- more than one incidence of diarrhea or loose stool which is not contained within clothing
- communicable disease as defined by the Department of Health Services/Center for Disease Control
- unknown rash
- excessive nasal discharge, especially if yellow or greenish, since this indicates infection
- pain

If your child is sent home due to illness, he cannot return to preschool/child care until he has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

- Mood, appetite, behavior and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep)
- Vomiting, diarrhea cleared for 24 hours
- Frequent coughing, excessive nasal discharge resolved
- Pain (earache, cramps, headache, etc.) resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, or head lice. A

child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center. Please consult with your Director if you need additional information. Children returned to the center with signs of illness or communicable disease will be refused admittance.

Children's Illness Policy

The physical health and safety of each child is of the first order of priority at Coast Kids Preschool. Our effectiveness in teaching depends largely on the physical well-being of the child. **It is imperative that contagious children not attend preschool.** Most importantly, do not return your child to preschool until he/she is able to participate in all activities in the normal preschool day. We cannot honor requests to keep children indoors all day, as supervision is not available. It is also the responsibility of the parents to notify the Preschool if there has been exposure to contagious illnesses, communicable diseases or head lice.

In the event your child is sent home from school they must be absent for 24 hours regardless if symptoms have subsided. If a child becomes sick at school, they will be isolated until the parent arrives to prevent other children from getting sick.

Children are sent home from preschool with a temperature of 100.5 or with any appearance of being ill. When children are sent home, we are not diagnosing your child with an illness, we are protecting the other children from possible exposure to an illness. Tuition will not be reimbursed if children are sent home with a suspected illness.

Please note: If your child becomes ill while at Preschool, you will immediately be notified and the child must be picked up within one hour. If we are unable to reach you, your emergency contacts will be notified to pick up.

Children need to remain home for a complete school day and be 24 hours symptom and fever free. A written note from a physician may also be requested to re-admit the child into the school.

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from a physician to return to Preschool

1. Chicken pox
2. Hand, foot and mouth
3. Measles
4. Mumps
5. Pneumonia
6. Whooping Cough
7. Pinworms
8. Scabies
9. Ringworm
10. Impetigo
11. Pink Eye
12. Respiratory Illness
13. Strep Throat
14. Lice

Medication

If your child has an allergy or is recovering from an illness and still requires medication that is **prescribed and not over the counter**, it may be administered at preschool only if the following procedures are followed:

1. The parent or guardian must bring the medication to the Preschool Office and see the Director for applicable State Laws and to obtain a Medication Permit.
2. The Medication Permit must be completed and signed by the parent or guardian including the child's name, amount of medication to be given, at what time, and how often.
3. Prescription medications will not be given without a doctor's note.
4. All prescription medication must be in the original container with the child's name and directions clearly printed on the label.
5. Under no circumstances will a child be permitted to bring their own medications to Preschool and/or administer it to himself. Medication may not be sent in a child's lunch box, cubby, mailbox or backpack. This policy applies to cough drops and vitamins as well as to over the counter and/or prescribed drugs.

6. Children (siblings) may not share a prescribed medication in the center setting
7. Children who need over the counter medication should stay home from preschool
8. Eppi Pens are stored in the director office. Designated staff have been trained on the use of an Eppi Pen. An individualized Plan will be created for each child with an Eppi Pen on file.

We take every opportunity to provide a safe environment for your child. However, accidents do happen. First-aid will be administered for all minor injuries. An Accident Report will be sent home with your child. In case of a serious injury, parents will be notified immediately and action will be taken if necessary, including obtaining emergency medical care. For this reason, it is extremely important that all of the information on your child's emergency card is up-to-date at all times.

Emergency Kit

Please provide a kit for your child. Place all items in a quart or one gallon zip lock bag. Make sure to label with your child's name and the date. It will be kept in your child's cubbie.

- family note with family photo
- 1 water bottle
- fruit snack or fruit leather
- 2 bars (no nuts)

In the event of an emergency that requires your child to be in a classroom other than his/hers - we will need to share supplies. We hope we never use them!

Separation

We understand and expect that young children may have a hard time separating from their parents and visa versa! The staff is trained to make this transition as easy as possible for both your child and you. We ask that parents say a prompt, friendly goodbye. It is best to establish and maintain a consistent separation ritual to help your child make an easier separation. Please feel free to discuss this with the teacher or Preschool Director.

Clothing

Suitable clothing consists of play clothes that promote freedom of movement and freedom from worry about spills, splatters and dirt. We regularly engage in

wet and messy activities. We buy only washable paints. However, stains can happen. Clothing should also be simple enough to handle quickly for toileting purposes. Each child is required to have an extra set of seasonal clothes at school. This includes shirt, pants, underwear and socks. Please bring them to preschool in a zip lock bag with your child's name on it. It is good idea to have a sweater or jacket available. Our play yards can be windy and cool. Please label all clothing with first and last name.

Naps

If your child is in our full day, he/she is required by state law to rest. Please provide a small fitted sheet and a small blanket. Bedding must be taken home weekly to be laundered. Please clearly label all bedding with your child's first and last name. All supplies must comfortably fit the nap bag. Substitutes are not accepted. Please refrain from large pillows, sleeping bags and stuffed animals. This is a storage problem and a sanitary issue.

Snacks / Lunches

Snacks / lunches are not provided. You will need to pack nutritious snacks and lunch for your child. A sample of a nutritious lunch consists of a half of sandwich with some protein (meat, cheese or egg) and vegetable or fruit. Please do not send sweets – cupcakes, candy, cookies, etc. Waterbottles are welcome however; Coast Kids provides filtered water during meals and throughout the day outdoors. Use "blue ice" in lunchboxes to keep lunches cold. Microwaves are not available. We suggest use of Thermos style container to keep food warm.

Due to the increasing risk of life-threatening allergies, we ask that you do not include nut products or products that are labeled "may contains nuts" in your child's lunch.

We use snack and lunch time as an opportunity to pray with the children as we give thanks to God. We also use this time to talk about "growing foods" and encourage children to eat them first. Nutrition plays a big part in their development.

Birthdays

Birthdays are a very special time for children. We celebrate birthdays during snack time. You may help us celebrate your child's birthday by sending special cups and plates for us to use during snack. You may also send in a party bag for

the children in the class. We will do our best to help your child feel special and celebrated. Your child's teachers will let you know what date works best for celebrating.

Toys from Home

Please leave toys books, etc. at home other than on "share days". Toys can get lost or broken or cause problems with other children.

Family Involvement

There are ways to still get involved in our preschool besides coming into the classroom. You may provide help to the teacher by providing fresh flowers for the classroom, help with cutting projects or the book orders. Email the teachers to offer help or support. You could prepare a display to share your hobby or career with us. Please keep us informed on any information that would be useful to your child's development.

Staff

We believe that one of the keys to a successful preschool is a strong staff. All of our staff are committed Christians, have a love for children and are experienced Early Childhood Educators. Each of our staff members meets, and in many cases exceeds, the requirements that are set by the State Licensing Department. In addition, all staff members are certified in CPR, First Aid, and Health and Safety. Our staff has undergone an extensive background check. We sincerely believe it is both a privilege and responsibility to care for and nurture your child. Parents can entrust their children with complete assurance and peace of mind to our strong team.

We believe:

- In the eternally existing Triune God: Father, Son, and Holy Spirit.
- In the Bible as the fully inspired Word of God, the only infallible rule for faith and practice.
- In God the Father who concerns Himself mercifully in the affairs of man.
- In Jesus Christ, God's only begotten Son—in His virgin birth, sinless life, miracles, teachings, His atoning death, resurrection, ascension into heaven, and promise of His return to earth.
- In the Holy Spirit and His present ministry of rebirth and renewal as well as the working of spiritual gifts.
- That all people are sinners and yet made in the image of God. Only repentance and faith in Christ can restore us into fellowship with God.

- In the Church world-wide, the living spiritual body, of which Christ is the Head and all regenerated persons are members.
- In the Ordinance of Water Baptism and Communion.
- In the personal, visible return of Christ to earth and the consummation of His kingdom.
- In what is termed "The Apostles' Creed" as embodying the fundamental facts of Christian faith. We endorse the historic orthodox creeds of the church.

Statement of Biblical Authority:

This statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with the final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of church doctrine, practice, policy, employment, and discipline, our Board of Directors is the church's final interpretive authority.

Play Is Important

"Many parents are concerned about what their children will learn in preschool. They want their children to enjoy preschool, but also to be well prepared for the more formal environments of kindergarten and elementary school.

The good news is that the best preschool teaching practices make the most of children's natural inclination to play. What's more, you don't have to choose between academic learning and enjoyable play experiences for your children.

The idea that you must make a choice is in part due to different definitions.

When some people talk about academics, they may be thinking specifically of teaching children their letters and sounds, numbers, colors, shapes, and so on.

Our definition of academics is much broader. Academics should address such questions as:

How do children become literate?

How do children learn to think mathematically and like scientists?

How do children learn about the world around them?

How do children create through the arts and learn to think of themselves as creative problem-solvers?

Almost all current research on young children clearly indicates that when children play, they learn, and they learn social, emotional, and physical skills as well as academic content. Our view--that a quality preschool program is one that promotes learning through rich play experiences--is based on that research."

It is very important to us that, when you pick up your child and ask what they did today, their first response is "I played". All of our teachers have been trained to creatively mold play situations so that they lead to the acquisition of specific skills.

Our Curriculum

Coast Kids is a Play and Faith based preschool. Coast Kids is a ministry of North Coast Calvary Chapel. We use many different teaching styles and techniques as our blueprint for planning and implementing a developmentally appropriate program. Our Curriculum incorporates careful attention to the design of the environment with a focus on interest areas, developmentally appropriate practices, purposeful planning and accurate assessment of learning outcomes. Our curriculum includes the content areas - literacy, math, science, social studies, and the arts.

Along with using our different curriculum methods as a framework, we draw lessons from *The Beginners Bible*. We are able to integrate developmental appropriate activities with spiritual development. This is designed to help children make faith connections. We verbalize our faith as children work and play. Looking at earthworms in a worm house is not just a science lesson. It is an opportunity to talk about how all of God's creation is good.

Faith Connections

Children will enjoy coming together for Chapel Days. Also, each class will be involved in service projects during the year geared for little helpers.

Statement of Faith

As a ministry of North Coast Calvary Chapel, we adhere to the statement of faith incorporated in our church bylaws. Our beliefs inform the way we may talk and teach about families and family life.

In doctrine, we are a conservative evangelical church. In practice, we expect to experience our doctrine by the active presence of the Holy Spirit in our lives.

Curriculum Goals

"Jesus grew in stature & in wisdom & in favor with men & God." Luke 2:52
Our curriculum reflects this Bible Verse. We want the children to grow as Jesus did: physically, socially/emotionally, cognitively and spiritually.

Physical: to increase children's large muscle skills, balancing, running, jumping, throwing and catching - and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.

Cognitive: to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically - sorting, classifying, comparing, counting, and making patterns - and to use materials and their imagination to show what they have learned.

Language: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Social / emotional: to help children develop independence self-confidence, and self-control, follow rules and routines, make friends, and learn what it means to be a part of a group.

Spiritual: develop a love for God, His Word, a trust in Him, a caring attitude towards others and an appreciation and concern for the world around them.

Curriculum Objectives

Social/Emotional Development Sense of Self

- Shows ability to adjust to new situations
- Demonstrates appropriate trust in adults
- Recognizes own feelings and manages them appropriately
- Stands up for rights
- Responsibility for Self and Others
- Demonstrates self-direction and independence
- Takes responsibility for own well-being
- Respects and cares for classroom environment and materials
- Follows classroom routines
- Follows classroom rules
- Pro-social Behavior
- Plays well with other children
- Recognizes the feelings of others and responds appropriately
- Shares and respects the rights of others
- Uses thinking skills to resolve conflicts

Physical Development Gross Motor

Demonstrates basic loco motor skills (running, jumping, hopping, galloping)

Shows balance while moving

Climbs up and down

Pedals and steers a tricycle (or other wheeled vehicle)

Demonstrates throwing, kicking, and catching skills

Fine Motor

Controls small muscles

Coordinates eye-hand movement

Uses tools for writing and drawing

Cognitive Development Learning and Problem Solving

Observes objects and events with curiosity

Approaches problems flexibly

Shows persistence in approaching tasks

Explores cause and effect

Applies knowledge or experience to a new context

Logical Thinking

Classifies objects

Compares/measures

Arranges objects in a series

Recognizes patterns and can repeat them

Shows an awareness of time concepts and sequence

Shows awareness of position in space

Uses one-to-one correspondence

Uses numbers and counting

Representation and Symbolic Thinking

Takes on pretend roles and situations

Makes believe with objects

Makes and interprets representations

Language Development Listening and Speaking

Hears and discriminates the sounds of language

Expresses self using words and expanded sentences

Understands and follows oral directions

Answers questions

Asks questions

Actively participates in conversations

Reading and Writing

Enjoys and values reading

Demonstrates understanding of print concepts

Demonstrates knowledge of the alphabet

Uses emerging reading skills to make meaning from print

Comprehends and interprets meaning from books and other texts

Understands the purpose of writing

Writes letters and words

Spiritual Development

Loving God and Jesus

Shows an awareness of God's love for self

Expresses love for God and Jesus through simple prayers

Expresses love for God and Jesus through songs

Enjoys and values Bible stories

Retells Bible stories

Demonstrates an understanding of God and Jesus being sad when we do things we shouldn't

Loving Others

Shows kindness to others

Enjoys participating in service projects

Tells others about God and Jesus

Care for Creation

Understands that God created the world

Shows care for God's creation

Daily Routines

Morning Greetings

Exploration of Interest Areas

Interest areas are intentionally set up and changed to meet curriculum objectives and built upon children's interests. Children are guided in selecting interest areas. Teachers observe and interact with individual children to extend play and learning. Interest areas offer opportunities for teachers to teach content as children explore materials.

Large Group

The whole class gathers for songs, music and movement, fingerplays, stories, sharing news, discussing study topics, recording ideas, acting out stories and praying for each other. Children experience being in part of a community.

Small Group

The class breaks up into smaller groups. Each child will have the opportunity to meet with the teacher in a small group to work on an activity meant to introduce or extend and apply learning.

Snack

Outdoor Environment

Lunch

Additionally, for full day...

Nap

Wake Up and Snack

Outdoor Environment

Large Group

Exploration of Interest Areas

Storytime

Child Assessments and Conferences

We want to be sure your child is making progress in our program. We are intentional about learning. We will formally complete progress reports twice a year. Conferences may be scheduled as needed by the teacher or parent. Contact the preschool office to schedule a conference. You may also email your child's teacher with simple questions.

Discipline and Conflict Resolution

Our approach to discipline and conflict resolution is based on Biblical principles along with child development techniques. God has instructed us to love one another and respond to each other in a way that requires us to consider the interests of others and with kindness and care.

Using affirming guidance and positive direction, teachers help children understand the limits of appropriate behavior in a classroom setting. Interventions are focused on helping children understand the consequences of their behavior, reminding them of healthy alternatives that please God and redirection. The goal is to have children build self-control and develop autonomy. We do not use scolding, corporal punishment or time-outs.

The goal is to help children develop the skills to be successful social negotiators and to rely on non-violent means of resolving their conflicts. It is important to give children opportunities to problem solve on their own. By jumping in too

soon with a solution, we teach children to rely on adult authority rather than their own resourcefulness in solving problems.

If a child's conduct is deemed to be dangerous or harmful to others or to him/herself, the child will be sent home. All attempts will be made to work together with the parents to correct this behavior. In the event that a child's behavior continues to be detrimental or harmful to the welfare of the other children or him/herself, Coast Kids Preschool reserves the right to terminate the child's contract.

Suspension and Expulsion

At Coast Kids Preschool we strive to create a positive learning environment that focuses on preventing suspensions and expulsions, encouraging partnerships between programs and families to support healthy development, and ensuring fairness, equity and continuous improvement to support children's social, emotional and behavioral health. We will ensure fairness and equity.

Suspension means that it may be necessary to send your child home for a portion of the day or for a set number of days. Expulsion means that it will be necessary for you to find alternative preschool care.

We will make every effort to work with you and your child to prevent suspension and expulsion from occurring. However, there may be times when a child has displayed persistent and serious behaviors that pose a safety threat to others.

Listed below are the many ways we will assist you and your child to help prevent suspensions and expulsions.

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age-appropriate expectations, small group activities, teachable moments and knowledge of research-based evidence and best practices in child development, early learning and education.
- Invest in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.

- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity. If suspension or expulsion becomes necessary parents' rights to appeal can be found:
<https://www.cdss.ca.gov/inforesources/child-care-and-development/parent-resources/parent-appeals>
- Provide resources for mental and behavioral health consultants and other community resources.
- Conference with parents to discuss positive behavior interventions and development of goals. - Document efforts to prevent and reduce suspension and expulsion.
- Provide reasonable accommodations.

If suspension or expulsion become necessary, Coast Kids Preschool will give you a "Notice of Action" spelling out the reasons, length of such days and time, action steps taken by Coast Kids Preschool and provide resources and suggestion for alternative care. We will detail your rights to appeal such action.

Family Resources

The following list will assist childcare agency staff and families in locating services and resources.

1. First Five California
<https://www.first5california.com/en-us/>
2. California Department of Education Resources and Referral for San Diego
<https://www.cde.ca.gov/sp/cd/re/parentresources.asp>
3. IDEA-Individuals with Disabilities Education Act
<https://sites.ed.gov/idea>
4. Centers For Disease Control and Prevention – Parent Information
www.cdc.gov/parents

Child Parent Teacher Partnership Plan

When we notice a pattern of undesired behavior that we have been unable to correct, we will reach out to the parents to enter into a Child Parent Teacher Partnership Plan to best help the child. In these cases, we will meet to go over

ways we can help at preschool and ways you can help at home. Together, we are hoping to make a difference.

Parental Conduct and Support

In the event the parents will not enter the Child Parent Teacher Plan to help the child with the undesired behavior, the child's placement at our preschool will be jeopardy. Also, when parents show lack of support and become aggressive towards staff, the child's placement at our preschool will be in jeopardy. The preschool director along with guidance from our Children's Pastor of North Coast Calvary Chapel will make the final decision. We will make every effort to work with the parents. However, Coast Kids Preschool reserves the right to disenroll a child when necessary.

State Mandate Regarding Reporting Abuse

As required by the State of California, the director or any other staff member is mandated to report to Children's Protective Services any suspicion of child abuse.

Updates on Guidelines and Protocols

As we receive updates from Community Care Licensing, San Diego County Public Health and CDC regarding the health and safety of the children and staff and the operation of Coast Kids Preschool, we will make adjustments to our guidelines and protocols. We will update you as well. Any new guidelines or protocols will supersede those previously advertised.

Summary

We are excited about our preschool program at Coast Kids Preschool and are confident you will be too. As a staff, we will continually be assessing our effectiveness in all we do and how we do it. We love getting your feedback and use it to make necessary improvements. Again, if you have any questions or comments, feel free to give us a call or stop by the office.

Revised 1/19/2024