

# FULLERTON FREE PRESCHOOL PARENT HANDBOOK

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## SECTION 1 - INTRODUCTION

### History

Fullerton Free Preschool (FFP) was originally formed in 1980 as a ministry of the church that served mothers of preschool-aged children. This ministry provided a weekly opportunity for mothers to leave their children in an engaging and fun atmosphere, knowing that their children were cared for and loved. This ministry later developed into a non-profit, state licensed child care center, serving children and families with quality education with the child's needs and interests in mind.

### Purpose

Fullerton Free Preschool believes that each student is a unique child of God. We are committed to providing a strong Christian foundation for our students and believe that there is no greater joy than to see children walking in Truth (3 John 1:4). We value our families and understand that you are your child's first teacher. In such, we are dedicated to teaming with our families in providing opportunities for children to create, explore, problem-solve, and interact with peers and teachers through age-appropriate experiences and activities. We are committed to encouraging your child's development in the areas of spiritual growth, social and emotional growth, physical development, mathematics, literacy, science, and the arts.

## SECTION 2 - PHILOSOPHY OF PROGRAM

Age appropriate curriculum will be created to challenge the child's level of development, both during individual and small group instruction. The role of the teacher is to assist and guide the child during instruction and encourage curiosity in understanding themselves and the world we live in. Opportunities are provided to encourage the child to develop new skills and reinforce current levels of understanding in the following areas:

### BIBLE

We believe in building a solid spiritual foundation through songs, stories, Bible verses, and prayers. Children will learn the basic Christian values and Biblical truths through formal and informal teaching.

### SOCIAL/EMOTIONAL

The basis of this foundation is self awareness, peer interaction, and understanding how the child fits into the world. We provide a safe environment for children to feel loved and accepted, and to develop self-esteem and self-regulation.

## LANGUAGE AND LITERACY

The three developmental areas emphasized are listening/speaking, reading and writing.

## MATHEMATICS

Children learn math concepts through the understanding of numbers, patterning, comparison, identifying shapes, and measurement.

## VISUAL AND PERFORMING ARTS

Children learn to improvise vocally or act out with others through music and movement, visual arts, and drama where they can create, invent, and express themselves.

## PHYSICAL DEVELOPMENT

Through gross motor activities and playground equipment, children are provided with opportunities to develop strength and coordination.

## HEALTH

Foundations in basic hygiene, safety, and nutrition are emphasized daily.

## HISTORY/SOCIAL SCIENCE

Students are introduced to history as it relates to events, people, and places of time. They also learn understanding of responsibility, following rules, and relationships with others.

## SCIENCE

The practice of scientific inquiry draws on children's cognitive, language, social and physical skills. These are developed in abilities to group and sort items as well as identifying the cause and effect of events.

## SECTION 3 - AGE GROUPS & SCHEDULE

### Infant

6 weeks - Walking (approx. 12 mo.)

### Toddler

Walking (approx. 12 mo.) - 24 months

### Preschool/Pre-Kindergarten

2 - 6 Years

### School Age (Summer Only)

5 - 12 Years

\*Must have completed Kindergarten

Schedules are based on these time options:

8:00 a.m.-9:00 a.m. Early Care

9:00 a.m.-1:00 p.m. School Day

1:00 p.m.-3:00 p.m. Extended School Day

3:00 p.m.-5:00 p.m. Enrichment Program

Two-day Program

Tuesday and Thursday

Three-day Program

Monday, Wednesday, and Friday

Four-day Program

Any four days (based on availability)

Five-day Program

Monday - Friday

The school year calendar, including vacation days, are posted on our webpage ([www.fullertonfree.com/preschool](http://www.fullertonfree.com/preschool)).

## SECTION 4 - ADMISSION POLICY & PROCEDURES

### Policy

Fullerton Free Preschool is open to any child regardless of sex, race, religion, or national origin. All children will need to meet the following criteria:

- Be physically, emotionally and socially developed to the extent that they are not a hazard to themselves and do not endanger the well-being of other children.
- Children with special needs will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children. Parents will need to arrange for an individual consultation.

### Procedures

The State Department of Social Services and Fullerton Free Preschool require that the following forms be **completed and on file before a child may attend**. These must be kept current throughout each child's enrollment in the center:

- Child's Pre-admission History Record
- Application for Admission (*Three pages*)
- Identification & Emergency Information Form
- Physician's Report (*completed by child's pediatrician*)

- Consent for Medical Treatment
- Administration of Medications
- Parent's Rights Form
- Personal Rights
- Immunization Record (*provide a copy*)
- Acknowledgement of Receipt
- Birth Certificate (*provide a copy*)

## SECTION 5 - OPERATING PROCEDURES

### Arrival and Departure

Parents are asked to park in general parking areas. **Do not leave other children unattended in a vehicle while bringing Fullerton Free Preschool children to their rooms.** Fullerton Free Preschool is not responsible for children left unattended in the parking lot.

In order to keep our students safe, gates to the playground and classroom areas **must be kept closed.** Please help us keep the children safe by closing the gate securely after you enter and exit the playground area.

Each classroom is equipped with the Brightwheel app to sign in and out children. This app allows faster communication between teachers and parents, and for our Infant and Toddler classrooms, the nap, diaper changes, and feeding schedules. Parents and guardians who will be picking up students will be required to download the app on a Smart device in order to receive a code specific to you and the child. **Please do not share pick-up and drop-off codes, they are specific to each approved adult on the emergency card.**

Please do not leave children unattended in the classroom or on the playground at any time. Allow enough time to ensure smooth transitions for the child at arrival and departure times. Upon arrival, parents should help the child place personal belongings in the assigned area. Upon departure, check for parent notices, artwork, or other projects that are being sent home.

Children are released only to parents or other authorized adults listed both on the Emergency Card and signed up in the Brightwheel app. All information on the Emergency Card must be kept current. If an adult is unknown to the staff on duty, identification will be requested. Any changes are to be reported to the office immediately. Children will not be released to any adult suspected of intoxication from alcohol or drugs.

### Vacation/Illness

Tuition is due the first of each month, regardless of your child's attendance. Parents are requested to notify the Fullerton Free Preschool

office when children are absent from the center and in advance of any planned vacation. This helps our teachers with planning for each day.

Part-time children will be given two make-up days per school year (August through May). The make-up day reflects the child's enrolled schedule for pick-up time. Make-up days are not applicable in the summer (June-July).

### Withdrawal

Parents will notify the office in writing two weeks in advance of a child's withdrawal from Fullerton Free Preschool. If a two-week notice is given, any unused portion of the last month's tuition will be refunded. Parents who do not give notice forfeit two weeks of the last month's tuition.

## SECTION 6 - FEES

### Registration

A non-refundable \$150 registration fee is paid upon the enrollment of each child. Returning students are required to pay a \$100 re-registration fee each year. Preschool and school age children are charged a \$25 summer activity fee (applies to children attending June and July only).

### Tuition

Monthly tuition is due on the first day of each month of enrollment. A \$10.00 late fee will be assessed on all past due accounts if not paid by the 10th of that month. If the account remains unpaid twenty days after the due date, the child will be removed from Fullerton Free Preschool until the account is paid in full or arrangements have been made with the director.

A sibling discount applies to families with three or more children in attendance of Fullerton Free Preschool. There is a 50% discount applied to the oldest child's tuition. Discounts do not apply to registration or summer activity fees.

Tuition is pro-rated on an average annual basis to insure the continued quality operation of the program. Therefore, no tuition credit is given for any of the days when the center is closed, or any days a child is absent due to vacation or illness.

\*\*Our school is closed two weeks every December for Christmas Break. Tuition is discounted 50% during December to reflect the school break.

### Late Pick-Up Fee

Please inform our staff if you are picking your child up late. Pick-up times are at 1:00 p.m., 3:00 p.m., and 5:00 p.m. We provide a ten minute grace period for pick-ups. If your child is picked up past the ten minute grace

period during normal business hours, you will be charged an additional hour of \$15 and will automatically be charged to your brightwheel account.

Fullerton Free Preschool closes at 5:00 p.m. in accordance with our state license. A late charge of \$1.00 per minute is assessed for any tardiness after 5:10 p.m. Repeated lateness will result in the removal of a child from the school.

### Early Drop-Off Fee

Fullerton Free Preschool opens at 8:00 a.m. for early care students. Any child dropped off before 8:50 a.m. will be charged the early drop-off fee. We will not accept any children between 8:50 a.m. and 8:59 a.m. due to transition to their regular class for the safety of the children. The early care fee is \$15 and will be charged automatically to your brightwheel account.

## SECTION 7 - HEALTH AND SAFETY

### Health Regulations

- Every child must have a Physician's Report completed by a licensed physician.
- Every child must be immunized for tetanus, diphtheria, whooping cough, polio, and measles.
- Tuberculin clearance is required.
- Parents must complete a Pre-admission History Record.

For the well-being of all children, we must limit school attendance to well children only. Teachers will do a wellness check for every child upon arrival. Children with the following symptoms will need to remain home until cleared.

**\*\*A doctor's note is required for those marked.**

<i>Symptom:</i>	<i>Child must remain home until:</i>
Fever of 100 or above	The temperature has returned to normal for at least 24 hours.
Cold/Flu Symptoms	Yellow or green discharge is no longer draining from the nose and cough has subsided.
Diarrhea/Vomiting	Loose stools and vomiting have subsided for at least 24 hours and the child has returned to normal eating without stomach upset.

Ear Infection/Strep Throat	Child has been seen and treated by a physician and/or symptoms subside, usually after being on an antibiotic for 24 hours.**
Conjunctivitis	Eyes return to normal, are no longer red and burning or itching; usually after being on an antibiotic eye drops for 24 hours.**
Skin Rash	The rash disappears or has been diagnosed by a physician as non-communicable.**
Diaper Rash	The rash is under control and there are no open sores.
Thrush	The white coating is being treated by a physician.**
Head Lice	Must be cleared of nits with an incubation period of 7-10 days.*

### Daily Health Check

Children who become ill or injured will be sent to the office to temporarily rest until picked up by a parent or guardian.

### Communicable Diseases

With childhood comes illness. The most common infectious diseases are measles, mumps, whooping cough, and chicken pox. Strep throat, head lice, pinworms and impetigo are also considered communicable diseases because they are extremely infectious and children have yet to build up immunities against them.

\*\*If your child contracts a communicable disease, for the health of all children it is imperative that the director be notified immediately in the event a quarantine period is necessary.

### Medication

The Fullerton Free Preschool staff are not authorized to administer most medication. If your child needs medication while he/she is attending school, a parent may come and give the medication. With a completed Parent Consent for Administration of Medications form, Fullerton Free Preschool will administer an EpiPen for a child, if needed. EpiPens must be in original packaging with the child's prescription label attached.

### Accidents and Minor Injuries

Minor bumps and scrapes may happen. They will be reported on an "Ouch Report," given to the parent when the child is picked up. Parents are called immediately in the event of any serious or questionable injury. If the

parent or guardian cannot be reached and an emergency occurs, the director will seek medical care as needed and as designated by the Emergency Authorization Form.

### Playground

The playground shall remain closed before and after school. Prior to the school day beginning (9am) , the playground is inspected and sanitized by our staff. Children will be provided daily playground time under the supervision of their teachers.

### Cleaning Products

In order to keep our preschool classrooms sanitized, our staff will frequently use Simple Green, Clorox Wipes, Lysol spray, Neutral Disinfectant Cleaner, and/or a Peroxide Multi Surface Cleaner and Disinfectant. Seasonally or as needed, an organic bug spray (giving 24 hour notice to our families before spraying) will be used.

### Emergency Procedures/Natural Disaster Plan

In the event of an emergency or natural disaster, all children will be kept at the center until they are picked up by an authorized person as indicated on the Emergency Authorization Form. A photo ID is required at time of pick up.

In the event of an emergency that requires us to leave campus, children will be available for pick-up on our North Campus located at 2904 Brea Blvd. Fullerton, CA 92835. Only authorized adults on your child's emergency card with their photo ID will be allowed to pick up your child.

Each child will be required to provide an Emergency Earthquake kit. A list of supplies will be provided at the time of enrollment which includes a family photo, one 16 oz. water bottle, and a set of clothes (shirt, pants, underwear, socks). A thermal blanket and emergency food will be provided.

## **SECTION 8 - STATEMENT OF DISCIPLINE**

Fullerton Free Preschool staff will design activities intended to be suitable for all children. In the event a child is unable or unwilling to participate in an activity, the teacher will attempt to find an appropriate alternative.

On occasion, continued inappropriate behavior will require specific disciplinary action. In all cases, the preferred method will be to redirect the child into other activities. On a rare occasion, and only if redirection does not work, a "time out" will be used and the child will be separated from the rest of the group and from the activity. At no time will a child be left unattended.

At no time will the Fullerton Free Preschool staff use corporal punishment, humiliating or frightening disciplinary methods, or use punishment restricting food, rest or toilet use.

In the event that every effort has been made and a child's behavior becomes harmful or chronically disruptive to other children, the following steps will be enforced:

1. A letter of notification will be sent to the parent describing the child's behavior
2. A parent/teacher/Director conference will be held
3. Expulsion from the Fullerton Free Preschool program will occur

**Biting**

We know that young children sometimes bite as a means of frustration, lack of communication, or teething. They often outgrow this behavior. However, it is disruptive to the other children in our program. To ensure that we provide a safe and nurturing environment, we must have a policy to minimize biting behaviors. If a child bites, the following steps will take place:

1. First bite, warning in writing and phone call to parent
2. Second bite, parent conference & biting contract
3. Third bite, immediate pick up child from preschool
4. Fourth bite, temporary disenrollment from preschool for two weeks
5. Fifth bite, final disenrollment from preschool

**SECTION 9 - NUTRITION**

A parent must advise the center of any prescribed diet or food allergies of a child. This should be included on your child's Emergency Card, as well as mentioned to your child's teacher.

Infant and Toddler Meal Plans: The parent determines the diet of infants and toddlers and must provide a feeding schedule to us with written dietary instructions on the Infant and Toddler Needs and Service Plan.

**Recommended Infant Meal Pattern**  
(from Community Care Licensing)

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fl. oz. formula or breast milk	4-8 fl. oz. formula or breast milk 0-3 Tbsp. infant cereal (optional)	6-8 fl. oz. formula, breast milk, or whole milk 2-4 Tbsp. infant

			cereal 1-4 Tbsp. fruit and/or vegetable
Lunch or Dinner	4-6 fl. oz. formula or breast milk	4-8 fl. oz. formula or breast milk 0-3 Tbsp. infant cereal (optional) 0-3 Tbsp. fruit and/or vegetable (optional)	6-8 fl. oz. formula, breast milk or whole milk 2-4 Tbsp. infant cereal and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or ½-2 oz. cheese or 1-4 oz. cottage cheese 1-4 Tbsp. fruit and/or vegetable
Supplement	4-6 fl. oz. formula or breast milk	4-6 fl. oz. formula or breast milk	2-4 fl. oz. formula, breast milk, whole milk, or fruit juice 0-½ bread or 0-2 crackers (optional)

**Recommended Meal Pattern for 1-12 year olds**  
(from Community Care Licensing)

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Milk	½ cup	¾ cup	1 cup
Vegetables and Fruits	¼ cup	½ cup	½ cup
Bread Cold dry cereal Cooked cereal Cooked pasta Cooked cereal grains	½ slice ½ serving ¼ cup or ½ oz. ¼ cup ¼ cup	½ slice ½ serving ¼ cup ¼ cup ¼ cup	1 slice 1 serving ½ cup ½ cup ½ cup
Meat or Meat Alternatives			
Lean meat, poultry or fish	1 oz.	1-1 ½ oz.	2 oz.
Cheese	1 oz.	1-1 ½ oz.	2 oz.
Eggs	1 egg	1 egg	1 egg
Cooked dry beans, peas, or peanut butter	¼ cup	⅔ cup	½ cup
Yogurt	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup

The parent is to supply the daily morning snack and lunch. When preparing your child's snack and lunch, consider the four food groups. Also, we provide water at snack time for the children who are two years and older if they do not bring a water bottle to school.

Parents are welcome to send a special treat for their child's class for birthdays or other special occasions. All special treats **must be store bought and sealed in the original package**. The package must include the ingredient list. Please notify the child's teacher in advance so that the schedule may be adjusted to include the event and other parents whose children with allergies can be notified.

## SECTION 10 - GENERAL GUIDELINES

### Clothing

We ask that students come to school wearing comfortable clothes suitable for active and messy play and craft activities. For safety purposes, we ask that children wear socks with closed-toe shoes. We recommend comfortable shoes are sturdy and safe for running and climbing.

Every child shall have an extra set of clothing, marked with the child's full name. It is recommended that all clothing be marked, especially jackets and sweaters. Any clothing items that are left and found at school will be brought to the office lost and found. Lost and found is cleared out every other month and donated to our church's Clothes Closet.

### Personal Items and Toys

Toys and equipment have been carefully selected for all children so it is not necessary to bring toys from home. However, there are times when a child may wish to bring a personal item from home for a classroom share time. All items need to be clearly marked. Please do not bring items that have small pieces that can become detached and thus be a hazard to children or lost. Fullerton Free Preschool is not responsible for lost or damaged items brought to school by students.

## SECTION 11 - COMMUNICATION

Parent teacher communication will most often take place through the brightwheel messaging system. Each teacher also has an email address. Office communication is preferred through the phone or email, which can be located on our school webpage ([www.fullertonfree.com/preschool](http://www.fullertonfree.com/preschool)).

Update 3/19

## **\*\*ADDENDUM: COVID-19**

- All of our students will be on a half day schedule. Students will begin at 9:00am and end at 1:00pm.
- Earlycare and Aftercare will not be available as to not commingle students from different classrooms.
- Class sizes will be smaller and students will only attend a classroom based on their requested schedules to eliminate commingling between students.
- Playground times will be limited to one class at a time. This may result in your child participating in one or two playground times per week.
- Bible instruction will still be held, but in your child's classroom.
- All absences will need to be monitored and reported to the preschool office the morning of the absence.
- Temperatures will be taken and recorded prior to any staff or child entering a classroom. If your child has a temperature of 100° or higher, they will not be able to attend school. Students will need to be fever free for 24 hours without the use of fever-reducing medication before returning. We appreciate your cooperation in this.
- Brightwheel sign in/out will be via phones using the QR code only. We will not be able to provide an iPad to eliminate several hands touching the device.
- We must be notified if you or your child have been exposed to COVID-19.
- Due to sanitation purposes, please do not allow children before or after school hours (9am-1pm) to play on the playground. The playground has been sanitized between each playground time.

\*\*These modifications to our program were implemented as a result of COVID-19. These guidelines will remain in effect until information from the California Department of Social Services: Community Care Licensing Division revokes, changes, or implements other guidelines.