

**FULLERTON FREE**  
**preschool—**

# Parent Handbook

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# FULLERTON FREE PRESCHOOL PARENT HANDBOOK

## TABLE OF CONTENTS

<b>SECTION 1 - INTRODUCTION</b> • History & Purpose	<b>3</b>
<b>SECTION 2 - PHILOSOPHY OF PROGRAM</b>	<b>3-4</b>
<b>SECTION 3 - AGE GROUPS &amp; SCHEDULE</b>	<b>4-5</b>
<b>SECTION 4 - ADMISSION POLICY &amp; PROCEDURES</b>	<b>5-6</b>
<b>SECTION 5 - OPERATING PROCEDURES</b> • Arrival & Departure • Vacation/Illness • Withdrawal	<b>6-7</b>
<b>SECTION 6 - FEES</b> • Registration • Tuition • Late Pick-Up Fee • Early Drop-Off Fee	<b>7-8</b>
<b>SECTION 7 - HEALTH &amp; SAFETY</b> • Health Regulations • Daily Health Check • Communicable Diseases • Medication • Accidents & Minor Injuries • Playground • Cleaning Products • Emergency Procedures/Natural Disaster Plan	<b>8-10</b>
<b>SECTION 8 - STATEMENT OF DISCIPLINE</b> • Biting	<b>10-11</b>
<b>SECTION 9 - NUTRITION</b>	<b>11-13</b>
<b>SECTION 10 - GENERAL GUIDELINES</b> • Clothing	<b>13</b>

- Personal Items & Toys

## SECTION 11 - COMMUNICATION

13

### ADDENDUM: COVID-19

14-17

## 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. Today we operate under three separate licenses, infant and toddler, preschool, and school-age and serve over 200 children in our community from ages 6 weeks to 6 years, yearly.

### Purpose

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 and cognitive growth.

## 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 example, songs, stories, Bible verses, and prayers. Children will learn Christian values and Biblical truths through formal and informal teaching.

## SOCIAL/EMOTIONAL

The basis of this foundation is a sense of belonging, feeling valued and loved, 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. 18 mo.) - 24 months

## Preschool/Pre-Kindergarten

2 - 6 Years

## School Age (Summer Only)

5 - 8 Years

\*Must have completed Kindergarten

Schedules are based on these time options:

7:30 a.m.-9:00 a.m. Early Care (Preschool age only)

8:00 a.m.-9:00 a.m. Early Care (Infant/Toddler)

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

1:00 p.m.-3:00 p.m. After Care

3:00 p.m.-5:00 p.m. Extended After Care

### 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

**SECTION 4** -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.

**WE ASK THAT ALL STUDENTS BE ON CAMPUS NO LATER THAN 9:30 a.m.**

**DAILY.** This allows for your child to be involved in all the day's planned activities. When children arrive late they tend to have a difficult time joining in the activities that have already begun and oftentimes the teacher needs to take a good amount of time to help them adjust. It is not only difficult for the student, but for their teacher as well. If you have a doctor or any other appointment that will not allow your child to arrive by 9:30 a.m please inform your teacher or the office.

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 family is given a gate code to enter our campus. Please do not give this gate code to anyone that is not on your emergency pick up list. For security purposes, children (those attending our school and their siblings) are not allowed to enter the code and open the gate.

Each classroom uses the Brightwheel app. 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 \$175 registration fee is paid upon the enrollment of each child. Returning students are required to pay a \$125 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 \$20.00 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 may 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 at Fullerton Free Preschool. There is a 50% discount applied to the oldest child's tuition. Discounts do not apply to registration, drop in days, additional hours 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 for one week in December, one week in January for Christmas Break, and one week in March for Spring Break. Tuition is discounted 25% in December, January, and March, reflecting the school breaks.**

### Late Pick-Up Fee

There is a 5 minute grace period at all pick up times. If your child is picked up past the 5 minute grace period a \$20 fee will be automatically charged to your brightwheel account. Children not picked up by 5:00 p.m. will be in the office waiting to be picked up. Repeated late pick ups could result in the removal of a child from the school. Parents are asked to contact a person on their emergency contact list if they are unable to pick up their child by 5:00 p.m.

### Early Drop-Off Fee

Fullerton Free Preschool opens at 8:00 a.m. for early care students in our infant and toddler program and 7:30 a.m. for our preschool program. Any child not enrolled in our early care program 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. for early care due to transition to their regular class for the safety of the children. If you did not enroll in our early care program and need early care, you must contact our office at least 24 hrs in advance to ensure there is space available for your child. Requests must be made before the close of the day at 5:00 p.m.

## 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. Parents are responsible to do a wellness check in the morning before coming to school. If your child is lethargic or showing any signs of sickness they need to stay home. Teachers will do an additional wellness check for every child upon arrival. Do not give your child fever-reducing medicine in the morning if they have a fever. They are still contagious and can spread sickness. Children must be fever and symptom free for 24 hours before returning to school. **DO NOT SEND YOUR CHILD TO SCHOOL SICK.** Sick children spread illness throughout our school and to our staff. When multiple staff are sick we risk having to close



classroom's down due to lack of staff. Again, please do not send your child to school sick.

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

<i>Symptom:</i>	<i>Child must remain home until:</i>
Covid	An incubation period of ten days has occurred, child is symptom free, and everyone in the child's home is covid free.
Fever of 100 or above	Must be fever free for a minimum of 24 hours and no symptoms of sickness are present
Cold/Flu Symptoms	Yellow or green discharge is no longer draining from the nose and cough has subsided and is not persistent.
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.

### Sick children sent home

Children who become ill or injured will be sent to the office to temporarily rest until picked up by a parent or guardian. Children must be picked up within 30 minutes of their parents being contacted. Parents are asked to contact a person on their emergency contact list to pick up their child if they are not able to get to the school within 30 minutes.

### 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 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. If a child naps at preschool and has a head injury, no matter how minor, we will contact you to get approval for them to sleep here at school.

### 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 away" 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`
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

**We are a peanut free school. Please do not send food or food products with any type of peanut as an ingredient.** Items sent with peanut and/or peanut butter will not be given to students. Please let your teacher know if you send an alternate butter product such as sunbutter, cashew, etc. 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 ⅓ 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 and afternoon snack (where appropriate) 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 that are sturdy and safe for running and climbing.

Every child shall have two extra sets of clothing, marked with the child's full name in their backpacks. 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)).

### Fullerton Free Preschool COVID-19 Return to School Guidelines 2022

Even with all safety measures in place, the school cannot guarantee that no student or staff member may be exposed to COVID-19. If our staff learn of a positive case or possible exposure on campus, FFP will follow established protocols to protect our school community and will

communicate with those that need to know. FFP will follow the guidance of local health officials and will coordinate efforts with the OC Health Department when necessary.

### Family/Student Responsibilities

Keeping our school healthy requires the full cooperation of our school families and employees. We thank you for keeping your children home when they are not well and for communicating with us if someone in your home has tested positive for covid. We are so happy that we are able to operate as usual once again and it will take both families and school personnel to ensure it stays that way.

### *Upon returning to campus each week, each family must affirm the following:*

- No currently positive cases of COVID-19 in the household
- No reason to believe anyone in the household has been exposed to COVID-19 within the past 72 hours and no pending COVID-19 test results within the household
- For students: No fever (> 100 F per the Title 22 Guidelines) or symptoms consistent with COVID-19 respiratory illness

We ask that you please refrain from sending your child to school while you or someone in your home is sick. The potential of a closure not only impacts you and your family, but it impacts all the other families now needing to find additional childcare, needing to call out of work, or needing to keep their loved ones at home safe.

*By signing the Parent Handbook Acknowledgement of Receipt, we are acknowledging that we have read and understand the measures taken by Fullerton Free Preschool to promote a safe school environment. We accept the responsibilities given to us and are ready to do our part to help provide a healthy, safe, and smooth Preschool program. We agree to notify the school immediately if we are unable to comply with any of the policies given by Fullerton Free Preschool.*

Date:\_\_\_\_\_

Child's Name:\_\_\_\_\_

Parent's Printed Name:\_\_\_\_\_

Parent's Signature:\_\_\_\_\_

Parent's Printed Name:\_\_\_\_\_

Parent's Signature:\_\_\_\_\_

Please bring this last page to school and turn in to your child's teacher or to the front office. Thank you!