

*Welcome*

*to*

*Southland Christian Preschool*

Dear Parents,

Welcome to Southland Christian Preschool. This handbook, your guide to campus life, details our spiritual and academic objectives that are vital to the growth of our student body and operation of our school.

Please read and review this information to make sure you are compatible with our school. Please keep your handbook in a convenient place so that you may refer to it throughout the school year.

We look forward to a good year with you and your child. If you have any questions, please feel free to call the school office at (562) 867-8594, extension #11.

In your service,

*Betty Ramirez*

Betty Ramirez  
Director

## **Section 1 Organization and Philosophy**

### ***Brief History***

Southland Christian Preschool (SCP) was established in 1974 at Cerritos First Assembly of God Church as a preschool that could accommodate twenty students. Over the last thirty years, it has grown to include a kindergarten and elementary school. In 2004 the preschool moved to our present location. Today the total student body of Southland Christian Preschool and Southland Christian Academy (K-6<sup>th</sup> grade) is approximately 250 students.

### ***Organization***

SCP is a state-licensed day care center that operates a full-day program for children from 6:00 AM to 6:00 PM. We focus on building an educational foundation in every child in our school. It is our belief that this educational foundation will equip the child to be successful as he/she enters kindergarten.

### ***Affiliation***

Southland Christian Preschool and Academy are owned by, and are a ministry of Desert Reign Assembly of God Church. Desert Reign Assembly is currently located at 13111 Sycamore Drive, Norwalk (in the Marriott Hotel.) Church services are on Sunday mornings at 9:30 AM and on Thursday evenings at 7:00 PM at Crossroads Multicultural Church of the Nazarene, located at 12229 Del Amo Blvd., Cerritos. A children's Super Church and Nursery Care are provided. Thursday night services include a Royal Rangers program for boys (similar to Boy Scouts) and a Missionettes program for girls (similar to Girl Scouts). Adult Bible study is held in the sanctuary and nursery care is provided for children under three. Desert Reign has a fulltime youth pastor with a dynamic ministry to the teens. The youth meet on Sunday evenings at 6:00 PM. If your family is looking for a new church home, please call the church office for more information at (562) 929-6111. We would love to welcome you and your family as our guests!

### ***Vision***

The vision of Southland Christian Preschool is to provide young children with a safe and loving environment and provide opportunities for them to begin developing their spiritual, academic, and social/emotional potential.

### ***Mission***

Our mission is to provide your child:

- A safe, nurturing environment
- A quality preschool education
- An opportunity to experience the love of God

We will provide a system of education that will build Christian character and establish a solid academic foundation for each child. Through academic and spiritual excellence each child can become a powerful instrument in the hands of the Lord for the Twenty-first Century.

### ***Teaching Staff***

The selection of teachers is the foremost important decision we must make. Along with the necessary teaching skills, the teacher must be an exemplary model of what it means to be a Christian. Virtues, such as those found in scripture (Galatians 5:22-23; Matthew 5, 6, 7), must have been developed in the teacher's life. The book of Proverbs instructs children not only to seek knowledge (academics), but also to seek wisdom and understanding. Wisdom and understanding are defined as possessing the character and spiritual values needed to use learned knowledge in a constructive rather than destructive way. Teachers, therefore, are selected based upon their Christ-like character as well as their academic and communicative abilities.

## **Section 2 Policies and Procedures**

### ***School Hours of Operation***

Preschool hours of operation are Monday through Friday, 6:00 a.m. – 6:00 p.m.

### ***Schedule***

Each child has a structured learning time and time for creative expression, as well as free play. The schedule is on the bulletin board.

### ***Holidays***

SCP holidays throughout the year are Veterans Day (observed), Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, and Memorial Day. Note: If Christmas or New Year's Day falls on Tuesday or Thursday, SCP will be closed the preceding Monday or following Friday. If a national holiday falls on Saturday, SCP will be closed the previous Friday. If a national holiday falls on Sunday, we are closed the following Monday. The bulletin board updates holiday information.

### ***Sign-In and Sign-Out Procedures***

Parents or other authorized adults are required to initial and log the time on the roll sheet when dropping off or picking up a child. When the child is brought in the morning, he/she must be shown to preschool staff to assure that he/she is well. (State law requires this health screening.) Children may not be dropped off without sign-in and screening.

### ***Release to unauthorized adults***

Children are not released to any adults unless they are listed on the student enrollment form as "authorized adults." Additionally, children are not released to an unfamiliar adult that may be listed but that cannot produce proper picture identification (such as a permanent California Drivers License or identification card.)

### ***Our Beliefs on Correcting Inappropriate Behavior***

Southland Christian Preschool believes that correcting inappropriate behavior is important in developing healthy and self-disciplined children. Our responsibility is to set and maintain standards of behavior and deal with inappropriate behavior, however, we believe the ultimate responsibility for the behavior of a child rests with the parent. Although we are in a position of delegated responsibility, we believe that it is far more effective for school and parents to work together to solve behavioral problems. Cooperation is required of parents.

On rare occasions inappropriate behavior continues beyond our ability to effectively help the child. Please be aware that if, in our opinion, our correction process appears to be ineffective Southland Christian Preschool reserves the right to end enrollment at that time. Some of the reasons to end enrollment include continued and deliberate defiance or disobedience, aggressive behavior toward other children, and behavioral expectations of parents that are incompatible with SCP beliefs.

### ***Addressing inappropriate behavior***

Inappropriate behavior results in the child being removed from group activities and placed in time-out. When inappropriate behavior occurs indoors, the child will be required to sit at a table with his/her head down during time-out. If inappropriate behavior occurs outdoors, the child is to sit against the wall. The duration of the time-out is based on the child's age. Time out may be extended if the child is uncooperative. When the child regains control and is cooperative, he/she will be counseled by the teacher before rejoining group activities. (As a State of California licensed childcare center, corporal punishment is neither allowed or permitted.)

### ***Expectations of Parents and Home Environment***

Just as parents have expectations of the school, SCP has expectations of parents and the home. Since your child's education is a cooperative endeavor we want you to know what we expect of you. Please make sure you understand and agree to them prior to enrolling your child.

***Spiritual Expectations*** - As a Christian ministry of Desert Reign Assembly of God Church, SCP teaches the Bible as God's Word and integrates spiritual truth into its curriculum (see Philosophy section). We expect our parents to encourage the spiritual growth of their student even if they have no personal spiritual commitment.

***Teacher Support Expectations*** - The most effective teaching occurs when the parent and teacher have open communications, and the parent supports the teacher's effort to provide a quality education. We expect our parents to support their student's teacher. Support includes checking facts with the teacher before drawing conclusions and giving counsel and guidance appropriate to misbehavior at school.

***Support of School Policy*** - SCP has listed most of the policies that affect parents and students in this Parent Handbook. We expect our parents to be supportive of the school's policies.

***Lifestyle and Moral Principles*** - SCP's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle Southland teaches. This includes sexual immorality, homosexual sexual orientation, and the inability or unwillingness to support the moral standards of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

On rare occasion, we find ourselves in the position of being unable to satisfy parent expectations, especially when those expectations are in conflict with the school. We will attempt, within our operational guidelines, to meet expectations; however, if we believe that the relationship between the school and parent is no longer conducive to the interest of the student or SCP, we reserve the right to end enrollment of that student.

### ***Parent Involvement***

Southland Christian Preschool believes that the training and education of children is the parents' most important responsibility – and blessing. The school is honored to be part of the parents' team in this most important of all endeavors. Educational research shows a direct relationship between parent involvement and the child's educational success. It cannot be over emphasized that parents are the greatest influence in the education of the child: first, by teaching and reinforcing educational values; second, by offering praise and encouragement for student effort; and third, by directly helping with concepts and skills the child may be having difficulty mastering. The parents' high level of involvement helps to promote success. Education is a team effort between school and the parents for the benefit of the child.

### ***Chapel***

Each Thursday a chapel service is held in the chapel under the direction of school staff. Non-sectarian Bible and moral instruction is given at this time. Every effort is made to vary our program with music, video, and guest speakers. Offerings are taken each chapel service for missions and chapel guest speakers. Teaching children to give is of value!

### ***Social Development***

On many dimensions, Southland Christian Preschool functions as a lab for the development of interpersonal relationships. Values of empathetic understanding, sharing, consideration, kindness, forgiveness, helping, cooperation, and love for one another (as defined in scripture) are actively taught in the classroom. Much of one's spiritual growth and development can be defined by a continuum of learning to love one another.

### ***Play Yard***

Beautiful and safe play yards have been designed for the children to enjoy. Outside playtime has been structured to facilitate a time of fun and spontaneous activities. Children can climb, slide, swing, build with blocks, play ball, build castles and roads in the sand, play make-believe, and enjoy a multitude of equipment and activities with friends. Playtime is intended for both playing and social development. Teachers actively supervise and help stimulate social interaction. The play yard is also designed to stimulate coordination, ball-handling skills, and develop physical strength.

### ***Toys and Items from Home***

At times, a student may wish to bring a toy from home to share with friends. Toys cannot be brought in the classrooms, so must be put in the cubbies. Expensive or sentimental toys or belongings should not be brought as children do break and lose things. Anything brought from home that causes a problem at school will not be allowed to be brought back again.

### ***Student Supply List***

The following are lists of items that each child must have in the classroom on the first day of school.

- One large box of Kleenex
- One large package of baby wipes (for classroom use)
- Children in pull-ups must be provided with pull-ups and wet wipes
- A change of clothes, including underwear and socks
- One crib sheet and light small blanket (to be taken home and washed weekly)

## **Section 3 Health and Welfare**

For the health of your child and other children at Southland Christian Academy, please keep your child home if he/she has symptoms of illness; such as, a runny nose, cough, or sneezing that could be spread to other children. Parents are requested to notify the school if their child has been exposed to or has come down with a communicable disease. The school will post a notice so that other parents can be forewarned and watch for symptoms.

### ***Evaluation of Injury or Illness***

Although Southland Christian Academy has had years of experience dealing with accidents, illnesses, and communicable diseases, we are not medical practitioners. Any attempted diagnosis by the school is an educated guess pending examination by the child's doctor. If we suspect that your child's injury, illness, or disease needs more care than we can provide, you will be notified and your child is expected to be picked up from school as soon as possible.

### ***Injuries***

Minor injuries are treated using American Red Cross First Aid procedures. Soap, water, first aid cream, peroxide, ice, and Band-Aids are used on minor injuries. Parents will be informed if the injury is more than a minor scrape or cut. Parent notification is immediate for injuries requiring emergency care.

**Medication**

If you wish to authorize Southland Christian Preschool to administer medication, you must fill in the Request to Administer Medicine form located under the roll sheet on each class clipboard. Specify the medication, dosage, and time for the dosage to be given (medicine is dispensed at approximately 12:00 p.m. and 4:00 p.m. unless otherwise stipulated). A signature is required for authorization to dispense all medication. All medication must be signed in daily when the child is brought to school, and medicine is to be placed in the refrigerator bin in the kitchen. Children are not allowed to have medication in their possession for any reason whatsoever, including cough medicine and children’s aspirin.

**Communicable Diseases**

The County of Los Angeles Department of Health Services has listed 22 of the most common communicable diseases of which the State law requires school exclusion and readmission. Four of these common communicable diseases are listed below with conditions for readmission to school.

Disease:	Readmission:
Chicken Pox	After all lesions are dry.
Pink Eye	48 hours after medication is started.
Impetigo	48 hours after medication is started.
Head Lice	After approved treatment and re-examination or release from health practitioner.

**Daily Health Screening**

The Southland Christian Preschool morning staff will make a required, general health inspection of every child at the time he/she is brought to school in the morning. If the child appears ill, or has what appears to be a contagious condition, he/she will not be allowed to stay in attendance at the preschool that day.

Please do not bring the child to the school if he/she has:

1. A fever over 100° that morning.
2. Conjunctivitis - an eye infection referred to as "pink eye." The eye is generally red and itchy and is draining or crusted with a thick, white-yellow secretion.
3. A cold - severe, with fever, runny nose, sneezing, watery eyes, irritability, hoarseness with cough.
4. Vomited that morning.
5. Diarrhea- loose or watery stools that look different from usual stools and occur more frequently.
6. A rash or infected skin lesions that cover the body or any communicable disease rash.
7. Any contagious disease or condition (chicken pox, head lice, etc)

Do not return your child to the school the next day if he/she has had high fever, severe cold, diarrhea or vomiting, eye infections or skin lesions the day before. A child can return to the school when he/she is free from symptoms or when a physician has written a statement saying the child can return. Notify the school if you child has a contagious disease or condition. If you have any questions please contact the school director at (562) 867-8594 ext. 13.

*Note: Parents risk losing of the privilege of their child attending Southland Christian Preschool if they attempt to mask symptoms of an illness or fever with Tylenol or aspirin before bringing their child to school.*

**Clothing and Shoes**

Dress your child in play clothing that will withstand the rambunctious activity young children enjoy. Jackets and sweaters can get lost easily. Print your child’s name clearly on the label so the item can be identified. Tennis shoes or school shoes are recommended. Bathroom-type clogs are unacceptable footwear and open-toed sandals are inadvisable for safe play reasons.

### ***Preschool Breakfast, Lunch, and Snacks***

The complete nutrition program at Southland Christian Preschool provides more than one-third of a child's minimum daily nutrition requirement. Children may have second helpings if they wish. The daily nutritional program consists of Breakfast (children who arrive at the school before 7:30 a.m. are served cold cereal, milk, and occasionally hot cereal), Morning Snack, Hot Lunch, and Afternoon Snack.

Monthly Lunch and Snack menus are provided at the sign-in table. It is the parent's responsibility to provide their child with lunch if allergies or dietary restrictions prevent him/her from eating what is on the menu. Any lunch or snack provided by the parent should be placed in the child's cubby. Please do not send food that requires refrigeration or preparation from the teacher.

### ***Earthquakes and Disasters***

Our school conducts fire and earthquake drills on a monthly basis and a shelter-in-place (lockdown) drill once each semester. SCP also has an operational disaster plan and supplies to provide some facility self-sufficiency in the event of a major disaster. In the event that a disaster would not enable you to reach the school we have requested an out-of-state emergency phone number on the enrollment form. Parents that work some distance from the school are urged to develop their own emergency plan authorizing a family member or friend that lives close to the school to automatically come for the child in the event of a major disaster. Please make sure that person is on the release authorization part of the enrollment form. Note: If disaster officials would require the evacuation of the school, signs will be posted as to the evacuation location.

### ***Student Accident Insurance***

SCA carries secondary access student accident insurance - with limited coverage. Your insurance carrier is your primary insurer, so follow all requirements of your insurance, and turn your claim in to them first. Please note: Southland reserves the right to end its secondary access coverage at any time, without notice.

## **Section 4 Tuition Policies**

### ***Registration and Tuition***

Tuition rates are listed on a separate sheet. Registration is a one-time, non-refundable fee that is valid as long as the child is in active attendance. If the child is removed from active enrollment for any reason (the child does not attend and tuition is not paid) current registration lapses, so a new registration fee must be repaid if the child returns.

### ***Tuition Charged When Child is Sick or on Vacation***

Full tuition is charged whether the child is present or absent. There is no minimum charge or credit for sick days, vacations, etc.

### ***Payments and Due Day***

Preschool tuition is charged by the week and must be paid weekly. Tuition is due each week on Monday and considered late if not paid by Tuesday morning.

***Tuition Responsibility***

Southland Christian Preschool does not intervene in tuition disputes of divorced parents or disputes between parents and any second party making tuition payments. In the event of a dispute, the person who enrolled the child and signed the registration form is responsible for tuition payments.

***Fee box***

Your tuition payment should be deposited in the payment drop box located next to the preschool sign-in boards.

***Cash Payments Require Receipts***

Southland Christian Preschool is not responsible for any cash put in the fee box or given to preschool staff unless a receipt has been written for that amount.

***VISA/MasterCard/American Express***

For your convenience, Southland Christian Preschool accepts Visa, MasterCard and American Express at the elementary school office. Payments may also be authorized via phone by calling the school office.

***Tuition Rate***

Southland Christian Preschool attempts to keep tuition at parity with other preschools in the area. Tuition surveys provide information from which rates are set. Expect to see a small adjustment in the weekly tuition fee twice per year. A minimum of two weeks notice is given prior to any tuition increase.

***Late Charge (Overdue account fee)***

A late charge of \$10.00 is added to any account if the tuition payment is not in the fee box by Tuesday morning. When a child is absent both Monday and Tuesday, the charge is applied if tuition is not paid the day he/she returns to school.

***Returned Checks***

All returned checks are subject to a \$25 returned check fee.

***Past Due Accounts***

The maximum amount of time a child may attend with a past due account is one week plus two days. If a payment is skipped one week and is not made by the Tuesday morning of the following week, the child will not be permitted to attend the following Wednesday until the account is paid.

***Overtime fee***

There is a \$1.00 per-minute charge for each minute increment when a child is picked up after 6:00 PM. Overtime charges are billed at the end of each month.

***Withdrawal Policy***

Southland Christian Preschool requires a two-week notice prior to withdrawing from enrollment. The account must be paid in full. Students who leave without giving notice will be charged for two weeks of tuition.

***Damage to School Property***

Continual effort is made to improve and maintain school facilities. If a child damages or destroys school property beyond normal wear, his/her parents will be financially responsible for the repair or replacement.



## **Section 5 Enrollment**

### ***Enrollment Process***

1. Read this handbook and ask for clarification of any issues prior to enrolling. The Student Enrollment form you will sign states that you have read, understand, and agree to policies listed herein.
2. Complete, sign, and return all of the following forms:
  - Student Enrollment form
  - Pre-Admission Health Examination form – signed by the child’s health examiner (doctor)
  - Authorization to Treat a Minor form
  - Personal Rights of the Child form
  - Receipt of Violation form

*Note: Your child cannot begin attending until all of the above forms are completed and returned*
3. Submit the registration fee with completed forms
4. Ask the director to establish a start date for your child

### ***Supplies to bring on the first day of attendance, and maintain at the preschool***

1. Large box of Kleenex
2. Large package of baby wipes
3. Complete change of clothing, marked with child’s name – placed in large zip-lock bag with name on bag
4. One crib sheet and one small blanket – to be taken home and washed weekly
5. Children in pull-ups must have pull-ups and wet wipes

*Note: Cubbies are small so backpacks and pillows are not permitted*

### ***Kindergarten Enrollment (courtesy information for pre-kindergarten parents)***

The State of California requires that before a child can begin kindergarten, a California Immunization Record (form PM 286 LA) must be filled out, signed, and returned to the school. If your child needs any of the immunization listed below, he/she must be inoculated before the start of school in September.

- ◆ DPT: Diphtheria, Tetanus, Pertussis; at least four doses plus one additional dose if the last dose was administered before age two.
- ◆ OPV: Polio; three doses plus a booster if the last dose was before age two.
- ◆ MR or MMR: (Measles, Mumps, and Rubella are sometimes given in combination.) Measles Vaccine; one dose. One additional dose if given before age one. Mumps; one dose. Rubella; one dose.
- ◆ Mantoux TB Test: All children entering kindergarten must have a current Mantoux TB test.
- ◆ Hib Meningitis: Vaccination is required.

*Southland Christian Preschool reserves the right to modify procedures, policies, or scheduling when deemed necessary to maintain the most effective, efficient program possible. Information in this handbook covers most of the preschool’s operation, however parents should be aware that this handbook is not all-inclusive, and that there are other policies and procedures that are not listed herein.*