

UPDATED 05/24



parent
Handbook
2024-2025



Welcome to Carmel Valley Preschool!

A short note from Bob Johnson, Pastor of Grace Point Church:

On behalf of Grace Point Church, welcome to Carmel Valley Preschool! We feel it is a privilege and responsibility to offer Carmel Valley and our surrounding communities an excellent preschool.

With so many pressures on families today, we don't want you to have that additional worry about whether your child is in a safe, fun, nurturing environment. One of the reasons why we maintain our standards of excellence concerning our staff and campus is to help you relax and feel good about allowing us to be partners with you in your child's precious early development years.

Sincerely,

Bob Johnson

A short note from Holly Smith, Director of Carmel Valley Preschool:

Welcome to our school! We are so happy to have your child and your family here with us. It is an honor to be entrusted with the education and well-being of your child. All of us here at Carmel Valley Preschool will do our best each day to give the children a positive and enriching experience.

Please feel free to contact me at any time with any questions or concerns.

Sincerely,

Holly Smith

Welcome to the Carmel Valley Preschool Family-we are thrilled to partner with you in your child's early learning years and to be part of building their relationship with Jesus Christ.

Quick Reference to Policies

*Tuition payments are paid on a monthly basis. They are due on the 1st of each month and considered late after the 5th. No extensions are made for weekends or holidays.

*Carmel Valley Preschool is a nut free school. Please do not send or bring any food items that contain any peanut or tree nut products.

*Children sent home ill from school may not return until they are completely fever free, without the aid of medication AND at a minimum, they must remain out the next full day after having been sent home. They must have no new developing symptoms and other symptoms (not including vomiting or diarrhea, which must be entirely resolved) must be improving.

Protocols to return during cold & flu season, times of a pandemic or due to highly infectious illness (Covid-19, Norovirus, etc.) may be subject to different policies.

*Children that have missed 3 or more consecutive days due to illness, cannot return without a note from a physician.

*Lunches must be sent from home each day. Every Friday the school offers the option to purchase “fun lunch” for a fee. Children must be signed up to receive fun lunch in advance and will be billed accordingly. Cancellations are not accepted after 9:00am on Thursdays.

*No medications (including over the counter meds, or lotions) will be administered without a note from a physician that clearly states dosage instructions and a consent form from the parent. All medications must be in the original packaging.

*We are a faith-based school and parents will not be able to “opt out” of Christian Value Lessons or Chapel activities.

*Tuition must be paid in full to keep your child’s spot in our school when out for an extended leave.

*All clothing left in cubbies as well as bedding for nap time must be labeled with your child’s full name. Soiled clothing should be taken home at the end of each day. Bedding must be taken home for laundering at the end of each week. No full-size pillows, blankets or sleeping bags. All nap bedding must fit in the provided storage bags.

Carmel Valley Preschool (CVPS), operated by Grace Point Church, is a non-profit organization licensed by the California Department of Social Services/Community Care Licensing (CCL). We would like to welcome you to our school and acquaint you with our school philosophy and policies. Please read this handbook in its entirety and let us know immediately if you have any questions.

Mission

We serve as an outreach of Grace Point Church, committed to integrating educational excellence with the Bible based teachings of Jesus Christ. Please see our Statement of Faith section in this handbook.

Purpose Statement

The purpose of CVPS is to provide a quality program in an environment that will encourage your child's growth intellectually, physically, spiritually, socially and emotionally.

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.
- Training our children to think rather than repeating other's thoughts.
- Encouraging our children to make individual choices and helping them to 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.

Our Staff

We believe that one of the keys to a successful center is a strong staff. All of our staff have a love for children, are committed Christians and are experienced Early Childhood Educators. Each of our staff members meet and, in many cases, exceed the requirements that are set by CCL. In addition, staff members are certified in CPR, First Aid, and Health & Safety and have undergone an extensive background check. We sincerely believe it is both a privilege and responsibility to care for and nurture your child. Thank you for entrusting your child to our strong team.

Changes to Policies, Fees or Tuition

CVPS may modify this handbook, change policies, fees or tuition rates to better suit the needs of the school. You will be given a minimum notice of 30 days before any change goes into effect. A notification period of 30 or more days does not apply to policies surrounding illness/outbreaks or policies being issued by any State or County agency.

Admission Policy

Children are accepted on a non-discriminatory basis. Our center is open to all children regardless of race, nationality or creed who may benefit from our type of programs. We offer preschool education for children 2 years old up to Kindergarten. Children that are not fully potty trained will be enrolled into our 3-year-old program on a limited basis and will be charged a Toileting Assistance Fee on a monthly basis until they are completely potty trained.

CVPS does not have specialty programs for children with moderate to severe learning, emotional, behavioral or physical handicaps. We will make every effort to accommodate and include all children, but we reserve the right to place your child on a two-week probationary status pending his/her adjustment to the school.

First priority in enrollment will be given to siblings, followed by returning families, then to members of Grace Point Church (membership to be verified by Pastors). A reasonable balance of ages and sexes of children will be taken into consideration when assigning students to a classroom, but is ultimately based on enrollment needs. If we find that we cannot meet a child's needs, we reserve the right to terminate enrollment.

State Licensing Requirements

As previously stated, we are licensed by CCL and must operate within Title 22 regulations written and enforced by the agency. CCL reserves the right to make unannounced visits to the school and during those visits they may do any of the following:

- Interview children-either with a staff member present, or alone
- Interview staff
- Review records
- Inspect the entire facility

CCL also requires that the following be on file for each child enrolled in the school:

- Physician's report
- Up-to-date copy of immunization records
- Identification and emergency information
- Consent for emergency medical treatment
- Pre-admission health history-parent's report
- Notification of parent's rights
- Personal rights
- Signed copy of school Handbook receipt
- Other miscellaneous forms that are on an as needed basis for specific situations
- Daily signatures for drop off/pick up of each children-cannot be done by school staff

Sign In & Sign Out

CCL requires that each child be signed in and out with a full legal signature by a parent/guardian or authorized adult. No initials are allowed. Children who are regularly not signed in or out may be asked to leave the program. When dropping off or picking up it is crucial that you not only sign the sign in/out sheets but that you also make contact with a CVPS staff member to inform them of your child's arrival/departure. Never leave your child unattended in a classroom or on the exterior campus grounds.

If you are dropping off during a circle or activity time we respectfully request that you make your transition quickly and quietly so as not to disrupt or distract the other children. For half day pick-ups, please be courteous of our napping children and be out of classrooms and off the playground with your child no later than 12:35pm.

If your child will arrive later than 9:00am, you must notify the office so we can plan accordingly for snacks and ratio coverage. Children will not be accepted after 10:30am without proper notification and prior consent.

Children cannot be released to anyone under the age of 18 and/or not listed on your child's authorized pick-up list. We will accept a note or email giving temporary authorization for an adult not listed on your child's regular authorized pick-up list. Under most circumstances we cannot accept verbal permission via phone call.

Hours of Operation

The following schedules are offered during our standard school year:

Half Day*	08:30am-12:30pm
Full Day*	08:30am-03:00pm
Extended Day	07:30am-05:30pm

*Early drop off at 07:30a can be added for an additional fee, subject to availability. A 4:30p pickup can be added for an additional fee, subject to availability. Contact the office for more information.

We offer schedules of 5 days (M-F), 3 days (M, W, F) or 2 days (T, Th). We are often unable to accommodate special schedules-contact the office with your special request. Children are typically placed in a program by birthdate. In most cases, children who are three and fully potty trained by September 1st will start in the 3 year old class; those who are four by September 1st will be placed in a 4 year old class. Two year old children will be placed in the 2 year old program with the rare exception of those on the older end who are fully potty trained. Those children will be evaluated on a case by case basis and *may* be placed in our 3 year old class. Two year old tuition rates are based on enrollment in a 2 year old or "young 3s-not yet potty trained" classroom, and rates do not change when a child turns 3. Children will move out of the twos program and into a 3s classroom based on availability and if we have determined they are socially and emotionally ready. Additional classrooms may open throughout the year and the age ranges for those rooms will be determined based on demand.

The preschool may combine classes when census is low (such as when public schools are not in session for holidays.) The school will never operate at more than a 12:1 ratio (with the exception of nap times where ratios are increased to 24:1), per CCL regulations.

Holidays & Staff In-Service Days

The school observes several holidays and staff in-service days during the year. No tuition credits or discounts are given for closures. Any additional closures not listed on the school calendar will be posted with a minimum notice of 30 days. This does not apply to closures for emergency purposes such as fire, pandemic/infectious disease outbreaks, earthquake, gas leaks, lack of water, etc.

*Please view the most current school calendar for specific closure dates and minimum days.

Additional Hours

Extra hours are available upon request if census will allow for proper ratios to be maintained. These hours will be billed to your account. No child can arrive before 07:30am or stay later than 05:30pm when adding hours. All requests for additional hours must be received by 10:00am. For our half and full day programs, we offer early morning (7:30am) and late afternoon (4:30pm) pickup to be added on for an additional fee. This is offered based on (limited) availability. Please see our tuition form for most current rates.

Late & After Hours Pick-Up Charges

Late pickup fees will be charged for those who have not been picked up by 12:30p for a half day schedule, 3:00p for a full day schedule and 4:30p for an add on schedule. After hours pickup fees will be charged for any child picked up after 5:30p. Calling to notify the school that a child will be picked up late does not prevent fees from being charged.

Children habitually picked up late may be excluded from the extended care program.

Please note: If a child has not been picked up by 06:00pm (and there has been no contact by a parent/guardian) the school will call the San Diego Police Department and request that they pick the child up. For liability reasons our staff may not drive your child home.

Please see the tuition rate form for the most current fees.

Absences

Please report by 9:00am if your child will not be attending school for any reason. Reporting to us if your child will be out due to illness is especially important. Having this information is helpful to us so that we can look for similar symptoms of illness in our other enrolled children. It is also helpful in determining whether or not we can accommodate extra hours requests from other families. All contagious diseases must be reported to us immediately so that we can inform other families and the appropriate agencies, if necessary.

If your child is going to be out of the center for planned or extended vacations, please notify us so that we can plan accordingly for staffing. No discounts or tuition credits are given for absence, no matter the reason. To hold your child's spot when they will be away for an extended amount of time, tuition must be paid in full.

Illness Policy

Your child's health is important to us. We are responsible for ensuring that children showing signs of illness are not permitted to attend school while symptoms persist.

If your child missed 3 or more consecutive days of school due to illness, they may not return without a note from a physician. Children may not return to school until they have been symptom free for a full 24 hours without the aid of medication. Children sent home sick from school must be out for at least the next full day. For example, if your child attends M-F and they are sent home with a fever on Tuesday, the earliest they can return is Thursday if all other criteria are met. If you are called and asked to pick up your child you must do so within 45 minutes of the initial call. If we are unable to reach you and you do not return our phone call within a reasonable amount of time, we will begin calling people on the emergency contact list in your child's file.

Your child will be sent home/should be kept home if he/she has any symptom of a communicable disease such as:

- Fever within the preceding 24 hours
- Sore throat or earache

- Eye infection (conjunctivitis or pink eye) or any eye discharge that is yellow or green in color
- Sneezing, persistent coughing, runny nose, watery eyes. Coughing and or runny nose must be under control so as not to interfere with school activities or impact your child's physical well-being.
- Unexplained rash or skin eruptions.
- Vomiting or diarrhea (including instances within the preceding 24 hours).
- Flushed face, fever, listlessness, headache, lack of appetite, refusal to ingest fluids.
- Head lice or nits.
- Any behavior signs that are out of the ordinary for your child.

If the school receives a report of any child diagnosed with a communicable disease, we will immediately post possible exposure signs within each classroom and will follow all directions provided by the county department of health.

Illness Policy During Cold & Flu Season-October 1- March 31 (unless extended by the CDC)

From October 1st-March 31st we will follow an adapted sick policy. We ask that if any family member in your home has exhibited signs of the flu or any "stomach bug", that any children you have enrolled at CVPS remain home until all members of the family are symptom free for 48 hours without the aid of medication. If you have multiple children enrolled at CVPS and we must send one of them home due to illness, we ask that any children you have enrolled be picked up at the same time and remain home until all are symptom free for 48 hours without the aid of medication. A fever of 100.0 or greater will warrant a call for your child to be picked up early or remain home. Any child that is fever free but has an excessive persistent cough, runny nose/sneezing/watery eyes or exhibits lethargic behavior will be sent home and should be kept home until symptoms are improving or they have been cleared by a physician (note must be provided). Those returning with lingering symptoms must still be able to normally participate in the activities of the day, including eating and drinking.

HFMD/Coxsackie Virus

If your child is exhibiting signs of HFMD, or has been diagnosed with HFMD, they cannot return without a clearance note from a physician. No sores or blisters can be present.

Lice

CVPS does not follow the same lice policy as San Diego County public schools. Children with nits or active lice cannot remain at school until the end of the day and may not return until all evidence of live bugs or nits have been gone for a minimum of 24 hours.

Covid-19 & Influenza

*Please note that these are the **MINIMUM** requirements. Requirements and policies surrounding Covid-19, Influenza or any other highly infectious disease may change with no notice based on federal, state and/or county guidelines.*

Children who are exhibiting symptoms of Covid-19: Stay home and test immediately on a Rapid Antigen Test. If the test is positive, notify the school immediately. At minimum, a covid positive child will need to stay home 3 full days. A child may return on the 4th day if a follow up rapid test is negative and all other sick policy criteria is met.

If a follow up test on day 4 is positive, please consult your child's physician for guidance and provide us with documentation as to when they may be cleared to return.

If a member of a child's household is positive for Covid and cannot FULLY quarantine away from the child and those caring for the child, the child should not attend school (at minimum) until the positive person has tested negative and a full 3 days have elapsed since their negative test. If the child tests negative at that point and has no symptoms, they may return to school. Please note a regular caretaker who may reside away from the child is still considered a "household member".

If a classmate of your child tests positive for Covid-19 and has been in contact with your child within 48 hours, you will be notified right away.

Please do not assume information here is the most up to date guidance. Contact the school office for what steps to take and to confirm there has not been guidance issued from any governing authorities.

Casts/Stabilization Devices

If your child is in a cast or other stabilization device, we will do our best to accommodate any restrictions and allow them to attend. A note from a physician will be required that clearly states any limitations.

Children who are restricted from sand play or contact with water will be redirected but cannot be restricted from these activities per CCL guidelines. CVPS cannot be held responsible for any issues with sand or water coming in contact with the cast or stabilization device.

Medical & Dental Procedures

If your child has had a medical or dental procedure, they cannot return to school unless they have a clearance note from the medical office. Note must be provided prior to or at drop off. The note must clearly state whether there are any restrictions, as well as their duration. Restrictions must be minimal and easily accommodated by the school. Any restrictions or limitations that will prohibit your child from participating in basic school activities, eating, or drinking may result in denial of attendance until those restrictions have been lifted.

Administration of Medication

Medicine will be administered by the preschool staff according to the prescribing physician's order only. All medication must be accompanied by a note from a physician, including over the counter (OTC) medications. Medications should be left in their original packaging and prescription medication must have an intact pharmacy label adhered to it. A medication consent form must also be filled out by a parent/guardian before medication can be administered. We cannot administer more or less medication than the prescribing physician has ordered nor can we stray from the general time frames as written.

The following guidelines must also be met:

- Medication may never be sent/left in a child's lunch box, cubby or backpack-leave it with the office to be stored properly.
- Child's full name must be written on the packaging of all OTC medications.
- Medications must be an exact match to the prescribing physician's note. For example, if the physician writes "Benadryl", we cannot accept a generic store brand alternative.
- Medication cannot be expired.
- When medication is no longer needed the parent will need to take the medication home. Any medications unclaimed within 48 hours of the designated stop date will be disposed of properly by CVPS.

Tuition Payments & Financial Agreement

A non-refundable registration & materials fee is due at time of registration-*please see rate sheet for current fee amount.* Returning families will also be charged a lesser annual fee (also non-refundable)-*please see rate sheet for current fee amount.* Families enrolling in our summer program will be charged a summer fee-*please see rate sheet for current fee amount.*

Tuition for attendance at CVPS is charged on a monthly basis and is due by the 1st of each month and considered late after the 5th at which point a late fee will be charged. If your child will be out of school when tuition is due, you are still responsible for making sure we receive tuition on time. Any family that has not paid their tuition by the 15th of the month may be restricted from attending school until the account is brought to a current status.

- If a student has been restricted due to nonpayment of tuition the parent/guardian will be charged a \$75.00 reinstatement fee which must be paid before the student can return. Tuition will continue to accrue during a suspension period and parent/guardian will be responsible for payment of those fees.

Tuition payments are nonrefundable and no credits or “make-up days” will be given due to absences. There is no reduction in tuition due to holidays or other school closures.

CVPS offers a sibling discount on the lesser tuition rate. If 3 or more children are enrolled the discount will be applied to multiple rates. Sibling discounts cannot exceed \$300. *Please see rate sheet for current discount.*

Summer programs are a separate charge and are billed at a different rate. Summer registration will begin each spring and currently enrolled students will be given priority. Please see the current summer rate sheet for cost and payment policies.

Tuition payments should be made using one of the following methods via ProCare & Tuition Express:

- Credit Card (subject to a 3% processing fee)-can be paid manually by logging in or set up for automatic payments
- ACH automatic bank transfer (no processing fee)
- Cash (given directly to the Director, Assistant Director or Finance Manager)

Non-sufficient fund (NSF) and returned credit card payments will result in a fee, and possibly a late fee if re-payment is not received before the 5th of the month.

Frequent late payments will require administrative review to determine if the student may continue attending CVPS.

Accounts must be kept current to maintain priority registration status for summer and the upcoming school year.

Withdrawal from CVPS requires written notice given to the school office at a minimum of 30 days before your child's last day of attendance. Tuition will be due for the 30 day notice period regardless of whether the child attends the school. If less than 30 days notice is given, tuition will NOT be prorated.

A reduction in scheduled days or hours requires a written notice given to the school office at a minimum of 30 days before the date the new schedule is to begin. Tuition will be due for the 30-day notice period regardless of whether the student uses the time.

It is each family's responsibility to keep their account and payment information current.

Your signature on the "Receipt for Policies and Procedures Handbook" signifies your contractual agreement to the financial responsibility as outlined above.

Receipts for Payment

Receipts and end of year statements for tax purposes or employer-based reimbursement programs should be requested via email. A minimum notice of 15 business days is required.

If a receipt will not meet the requirements that your reimbursement plan mandates, we will be happy to sign any pre-printed form that accurately reflects your payment status, but we kindly ask for a 72 hour turnaround.

Refunds & Discounts

There are no refunds, transfers or discounting of fees except in very specific and extreme circumstances, which will be at the discretion of CVPS administration and approved by the CVPS Board. There will be no refunds in the event of a discipline/behavior termination. There are no discounts or refunds given for closures or quarantine periods due to pandemics or outbreaks such as Covid-19, Influenzas, Norovirus, etc.

School & Enrollment Forms

All forms requiring information and/or a signature from a parent/guardian or a physician must be completed, signed and returned to the office within 5 business days. Failure to do so may mean your child cannot attend until all paperwork has been received by the school office. Copies of any medical information, including the physician's report and shot records, will not be provided by CVPS at any point. We suggest you make copies of these forms for your own records before providing them to CVPS.

Accidents & Emergencies

Emergency medical forms including physician, contact and insurance information signed by a parent/guardian must be on file in the school office on the student's first day of attendance. It is the responsibility of the parent/guardian to request new forms immediately if there has been a change or update of information.

If your child is involved in a minor accident basic first aid will be given and an accident report form will be completed and available to you at pick-up. If it is determined that a physician's care is needed, the parent will be notified immediately and emergency procedures directed by the parent followed.

If the parent/guardian cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

- Attempt to contact the emergency contact(s) listed on the registration form
- Attempt to contact the child's physician
- Take the child to the most appropriate emergency medical center by church vehicle, non-church vehicle or ambulance. The cost of any medical related services is the responsibility of the parent/guardian.

Application of topical medications (including sunscreen and over the counter products)

A physician's consent note is required before we can apply any kind of topical medications or ointments to your child's skin. This will include sunscreen, diaper rash ointment, eczema creams, lotions, etc.

All products must be provided by the parent and clearly labeled with your child's first and last name.

Disaster Preparedness

School fire, earthquake and lockdown drills (called “Safety Drills”) are held periodically. Each classroom is equipped with an earthquake/emergency backpack. Evacuation plans are posted in each room. Parents are urged to make emergency plans for family members not attending CVPS. This may include keeping food and water at work and making arrangements to pick up children as soon as it is safe to do so.

The State of California requires all schools to have in place a Disaster Preparedness plan to implement in case of a serious earthquake or other disaster. In the event of an emergency or disaster, the following procedures will be implemented:

- Please do not telephone CVPS or Grace Point Church. The phone will need to be used for outgoing emergency calls only. To insure availability of the phone for outgoing calls, the phone may be kept off the hook.
- Children will remain with CVPS staff on the premises or at the designated emergency evacuation site until the parent or other authorized person picks up the child unless an injury requires release to an emergency medical facility.
- Appropriate news media will be informed of the evacuation so information can be broadcast and printed.

Discipline Policy

We see discipline as a means of helping children learn appropriate behavior according to their emotional, intellectual and physical development. Our staff knows the importance of encouraging good behavior. When appropriate behavior is immediately followed by a positive reinforcement (praise, recognition, reward, etc.) that behavior is apt to occur more often. Positive reinforcement, when used effectively, will help children see the relationship between their behavior and consequences so they can learn to make good choices and develop self-control. When a child’s behavior is not appropriate (i.e. kicking, biting, taking from someone else, etc.) our staff is trained to handle those situations in such a way that a negative pattern does not continue to develop. Some examples of discipline that are used include:

- Talking with the child and explaining how their behavior is affecting the class
- Time away from the normal class routine
- Contacting parents to help be a part of the discipline process

In all that we do, our desire is to help install healthy values in the children. When positive reinforcement is practiced, most negative situations can be averted.

If a child is a physical danger to other children or teachers (biting, hitting, pinching, choking, and throwing toys and/or furniture), the following will occur:

- We will notify the parent(s) that an incident has taken place
- If the behavior is repeated a parent/guardian will be called to pick up the child immediately
- A third incident may result in the child being prohibited from attending for a set amount of time or dismissed immediately
- Parents may be asked to seek outside help by a pre-determined date and the results shared with and evaluated by the teacher and school director. If this pre-determined date passes with no progress made toward seeking outside help, the child will have to leave the school.
- The school and parent will establish a program for dealing with the behavior, based upon the above results. A re-evaluation of the program will take place within one month. If the school feels that progress is not being made to help the child, then enrollment will be terminated.

Threats of any kind will not be tolerated and are grounds for immediate dismissal.

Discipline As Related to Body Privacy

Body curiosity is a natural and typical curiosity amongst children ages 2 years old and up but is something that should be addressed at home and not on campus by CVPS staff. Please speak with your child's physician or visit www.healthychildren.org for guidance on how to have these conversations at home.

We will facilitate an environment that provides privacy as appropriate for each age group while maintaining appropriate supervision and will encourage children to be respectful of other's "personal space". Any instance of a child exposing their private parts or undergarments or asking another child to show theirs will result in the need for the child to be picked up immediately and a meeting with the parent/guardian & director must take place before the child can return.

A repeated instance of the same behavior will result in immediate dismissal from CVPS.

Nap & Rest Time

Children who stay for nap must bring a fitted crib sheet and a small blanket to be stored in a school provided bag. Bedding items must be taken home at the end of each week for laundering, or at pick up time if they have become wet or soiled. Due to space and hygiene concerns, we do not allow pillows or sleeping bags. Please label all items with your child's first and last name using an iron on label or

permanent marker. Nap time is from approximately 12:30p-02:15p each day. CVPS reserves the right to move children to different napping rooms as needed.

TK & PK-Our TK & PK rooms are not required to have a nap or rest period. If a child enrolled in our TK or PK program expresses that they are tired and/or asks to lay down, we are required by regulation to honor their request. They will be escorted to a napping room and allowed to rest. A fitted sheet and blanket will be provided by CVPS in those instances. If a child is frequently being escorted to a napping room, they may be placed on a nap roster on a regular basis and a fitted sheet and blanket will need to be provided from home.

Lunches & Snacks

The school does not provide lunch or afternoon snack. Parents will need to send a lunch and afternoon snack from home that is completely nut free. We cannot refrigerate lunches, so be sure to include an ice pack in your child's lunch. Your child should also come each day with a clean and full reusable water bottle clearly labeled with their name. We also ask that you clearly label your child's lunch box with their first and last name. Please have your child practice opening their lunch boxes and thermoses on their own. *We cannot heat food items sent from home.*

Every Friday the school offers the opportunity to buy Friday fun lunch for an additional fee. Please inquire with the office for information on our current offerings. Sign-up sheets will be located at your child's classroom and should be completed by 5:30p each Wednesday. If you do not wish to order fun lunch you will need to send a lunch from home. Fun lunch fees will be billed to your account every 3-4 weeks. Please see the tuition sheet for most current fun lunch pricing. If you have signed your child up for fun lunch but your child is absent, you are still responsible for the fees.

Children enrolled in all schedules will be provided with a morning snack. All snacks include items from two different food groups. The snack menu will be posted monthly. You may request a copy by contacting the office directly.

Children enrolled in full day and extended day schedules should be sent with an afternoon snack from home. Please send it in a separate bag and/or clearly label it as "PM SNACK".

PLEASE REMEMBER THAT WE ARE A NUT FREE CAMPUS.

Clothing

School appropriate clothing consists of play clothes that allow for freedom of movement and allow for spills, splatters and dirt. Clothing should also be simple for children to handle on their own during visits to the restroom. Shoes especially should be comfortable for children to play in, and not rub at the heel/ankle. We do not allow flip flops, open toed shoes/sandals, dress up shoes or crocs.

All children are required to have a change of clothing (seasonally appropriate) in their cubbies that should include:

*shirt (2) *pants (1) *shorts (1) *socks (2) *underwear (3)

**shoes if your child is not 100% potty trained

If your child soils their clothing or shoes and there are no clothing items in their cubby you will be called to pick your child up in a timely manner.

Toys from home

The school equipment includes a wide range of toys and activities selected to encourage development of the preschool aged child. We request that children do not bring toys from home unless the child's classroom is planning a sharing day or special activity where children are encouraged to bring an item. These days will be pre-planned and your child's teacher will notify you.

The school does not ever allow any toys or items that are violent in nature or that may be seen as disrespectful in any way.

Birthdays & Holiday celebrations

Birthdays: We are happy to celebrate your child in their individual classroom on or around their birthday. We ask that you keep the celebration simple, such as bringing cupcakes/cookies/goodie bags and limit the amount of family members that will attend. Please speak to your child's teacher to plan a date and time. We will not distribute contact information for you to distribute invitations for parties or other events. Candles are not allowed. We cannot have candles/open flames.

Holidays: Holidays are celebrated in individual classes as well as by the entire school. Specific information will be distributed as each holiday approaches and sign-up sheets for volunteers/donations will be posted.

Enrichment Classes-

enrichment classes are not always offered on campus due to various reasons

Enrichment classes are offered at CVPS through independent vendors. We verify that they have fingerprint clearance as well as appropriate liability insurance but do not get involved in the planning or arrangement of curriculum or payments. Specific questions need to be directed to the vendors. *We will not accept paperwork or payments on their behalf.*

Policies & Procedures due to a Pandemic/Outbreak

CVPS will follow, at minimum, all policies and mandates as ordered by CCL, State & County Health Departments, CDC or any other agency during times of pandemic or outbreak.

Our policies may change with little to no notice and addendums to this handbook will be provided in those instances. We will also post on our website all current decision trees and protocols for attendance and quarantine as issued by the CDC and Health Department.

Parent Code of Conduct

We are here to partner with you in helping your child learn and grow. In order to foster a positive environment on our campus, parents should engage with teachers, staff and other parents in a respectful and polite manner. Any concerns should be addressed directly with preschool staff in a timely manner. Please maintain the privacy and confidentiality of all children and families associated with the preschool.

We have a zero-tolerance policy when it comes to any type of gossip involving children, parents or CVPS staff members.

We have a zero-tolerance policy when it comes to harassing behavior and/or any threats, made in any form, against children, parents or CVPS staff members.

Any instance of the above may result in the immediate dismissal of a family from CVPS, as determined by CVPS in their full discretion.



Parent Handbook Receipt

I have received a copy of the CVPS Parent Handbook. I am responsible for reading the rules, policies and requirements in the handbook and I agree and will comply with all the policies as stated. I also agree and understand that I am responsible for keeping myself updated and informed regarding CVPS policies and understand that I will be responsible for complying with any changes made. I understand that failure to follow these policies may lead to termination of childcare services. Each year I will be given a new handbook with any revisions and required to sign a new receipt for that handbook.

Initial: _____ I have read page 5: "Sign in & sign out" policy

Initial: _____ I have read page 7: "Late Pick-Up Charges"

Initial: _____ I have read pages 8 & 9 in their entirety

Initial: _____ I have read pages 15 & 16: "Discipline Policy"

Child's name: _____

Parent/Guardian printed name: _____

Parent/Guardian signature: _____

Date: _____