

# Family Handbook 2018-2019



## Stand Firm

**“Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand.” Ephesians 6:13**

**Little Friends Preschool  
4231 Rose Dr.  
Yorba Linda, CA 92886  
714.528.8402**

**Office Hours 8:00 am to 4:00 pm  
Extended Care 7:00 to 9:00 am  
and 1:00 to 6:00 pm  
Facility License Number  
300600605**

**Friends Christian Preschool  
5091 Mountain View  
Yorba Linda, CA 92886  
714.777.4356**

**Office Hours 8:00 am to 4:00 pm  
Extended Care 8:00 to 9:00 am  
and 1:00 to 4:00 pm  
Facility License Number  
304371131**

# Family Handbook

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## **PARENT-SCHOOL PARTNERSHIP**

In Proverbs 22:6, God says, “Train up a child in the way he should go. Even when he is old he will not depart from it.” To train means to teach, to discipline, to re-teach, and to form by practice. When a child is trained, it becomes a part of his character to do what he has been taught. Training builds habits that are right and training must take place throughout the day.

A child learns character by seeing it lived out in his parents, teachers, and others. Teaching character is not centered in books or great academic programs. It is centered in the parent and teacher as they become the “living curriculum” for the child. Being the model that God plans to use to teach the child who Jesus is, so that the child can learn to be like Him is an awesome responsibility for parents and teachers. Luke 6:40 challenges that when the student is fully trained, he will be like his teacher (pastor, parent, teacher, others). We as parents will stand in judgment before the Father for the training we have provided the child He has blessed us with. We as Christian teachers have a great responsibility as we assist parents in character training. Scripture does warn teachers that they will be judged more strictly (James 3:1). We must give an account to the Father of the way we have assisted parents and how we have modeled Christian character to their children. As parents and teachers, we can only hope to accomplish this task if we ourselves are walking in Christ’s footsteps and patterning our ways after His. We are challenged in Ephesians 5 to be imitators of God and walk in love as Christ did.

We at Friends Christian School are not just interested in mind training, but in life building, developing, nurturing and equipping children to impact their world for Jesus Christ. It is the person your child becomes that is important. What a responsibility we both have. Let’s hold one another up in prayer. We are a team, so let’s support and encourage one another in this calling that God has given us as parents and early educators.

## **FRIENDS CHRISTIAN SCHOOL PHILOSOPHY OF EDUCATION**

The philosophy of Christian education at Friends Christian School is based upon the existence of a living God who created all things and has revealed Himself to us. The revelation has come through the written word, the Bible, and through the living Word, Jesus Christ, and through creation.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do, or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education at Friends Christian School is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for personal individual development in matters physical, mental, social, and spiritual. All members of the educational process at Friends Christian School are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of the parents to teach and train a child. Friends Christian School, as a ministry of the church, is an extension of the educational process of the home.

The education offered at Friends Christian School is designed to meet the student on his level of development and growth. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The educators at Friends Christian School are committed to the basic principles of our philosophy, and have demonstrated effectiveness in their ability to communicate them.

# FRIENDS CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe . . .

1) that the Bible is the only inspired, infallible, authoritative Word of God and is the standard for Christian living (Matthew 19:4-5; Mark 12:26; Romans 15:4; I Corinthians 14:37; II Timothy 3:16; II Peter 1:21; II Peter 3:2; II Peter 3:16).

2) that there is one God, eternally existent in three (3) persons: the Father, the Son, and the Holy Spirit, each of Whom possesses equally all the attributes of Deity (Matthew 28:18-19; John 1:1-2; John 1:14; John 10:30; Acts 5:3-4; II Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6).

3) in the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His Lordship over all of life, and in His personal return in power and glory (Luke 1:30-35; John 1:1; John 1:18; John 3:16; II Corinthians 5:21; Philippians 2:5-8; Hebrews 4:15; Leviticus 17:11; Matthew 26:28; John 1:29; Matthew 28:5-6; John 20:17; Acts 2:32-36; Philippians 3:20; I Thessalonians 4:13-18; Titus 2:13).

4) that humans, though created in the image of God, are separated from God because of sin and that every person is born in a state of sin and in need of salvation in order to be reconciled to God (Genesis 1:26; Genesis 6:5; Psalm 14:1-3; Psalm 51:5; John 6:53).

5) that salvation is by grace alone through faith, by the merit of the shed blood of Jesus Christ, apart from any work (Ephesians 2:8; Isaiah 64:6; John 5:24; John 10:27-30; Romans 8:35-39).

6) in the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells all believers, that the Holy Spirit gives spiritual gifts to all believers to be exercised for God's glory and the edification of believers, that all gifts are to be used in accordance with God's Word, and that holy living, not ecstatic spiritual experience, is to be the goal of every believer (I Corinthians 13:1-4; I Corinthians 14:19; John 16:13-14; John 3:6; John 16:7-11; Romans 8:9; I Corinthians 12:13; Ephesians 4:30; I John 2:20-27; Ephesians 4:11-12).

7) that the Christian is called to live a holy life, living according to biblical standards of conduct, avoiding for example sexual immorality (including pornography, adultery and pre-marital sex), drunkenness, gossip, and homosexual and transgender behavior, and affirming God's standards for the value of human life, including the right to life for unborn children (I Corinthians 6:9-11; Romans 1:18-32; Romans 12:1-2; James 3:8-10; James 4:4; II Corinthians 6:14; I John 2:16; Luke 18:16; Psalm 139:13-16).

8) that the Scripture teaches that God's people are to assemble together regularly for worship, for edification, for studying the Scriptures, and for mutual encouragement (Hebrews 10:23-25; Acts 2:42; Acts 20:7; I Corinthians 12:20-28; I Corinthians 16:1-2; Ephesians 4:11-16; I Timothy 4:13; II Timothy 3:16; II Timothy 4:2).

9) in the individual access of every believer to God through Christ, and the spiritual unity of believers in Christ (Hebrews 7:25; I John 2:1; I Timothy 2:5; I Corinthians 12:12-14; Ephesians 1:20-23; Ephesians 4:3-6; Colossians 3:14-15).

10) in the resurrection of the saved unto eternal life, and the lost unto eternal damnation (Luke 16:19-26; II Corinthians 5:8; II Thessalonians 1:7-9; Jude 6:7; Revelation 20:11-15).

## **FRIENDS CHRISTIAN SCHOOL CORE VALUES**

**We integrate Biblical Truth into everything.**

Biblical studies as a core subject is taught at every grade level and a Biblical worldview, integrating both faith and learning, is implemented in all areas of the curricular and extra curricular program.

**We educate the whole child with excellence.**

Friends Christian School is committed to academic excellence, educating the whole child, and maximizing each student's potential, encouraging critical thinking, problem solving, and effective communication within the context of a Biblical worldview.

**We live out what we believe as followers of Christ.**

Our faculty and students will not only study Biblical truth but will demonstrate Christian character: godly living, healthy relationships, Christian ministry, and sharing of our faith.

**We partner with parents.**

Friends Christian School believes that parents have the primary responsibility for the education of their children and our role is to partner with them in the training and instruction of their children.

## **FRIENDS CHRISTIAN SCHOOL MISSION STATEMENT**

Friends Christian School exists as a ministry of the Yorba Linda Friends and Rose Drive Friends Churches to provide a Biblically integrated curricular and extra-curricular program that meet the spiritual, academic, emotional, physical, and social needs of each student in Preschool through Eight grade.

**The mission of Friends Christian School is to develop, nurture, and equip students to positively impact their world for Jesus Christ.**

**FRIENDS CHRISTIAN SCHOOL  
VISION STATEMENT**

**"Lion Tracks"**

Friends Christian School prepares students to become:

**Faitiful followers of Christ**

**Collaborative and diligent workers**

**Seekers of knowledge and critical thinkers**

**Lifelong self-directed learners**

**Involved in ministry with the community**

**Obedient servants for God and others**

**Notable and effective communicators**

**Spiritually, socially, emotionally, & physically well-developed**

## **FRIENDS CHRISTIAN SCHOOL HISTORY AND DESCRIPTION**

Friends Christian School began as a ministry of Friends Church Yorba Linda in 1975. Preschool classes were offered that first year, a kindergarten class was added the next fall, and the pattern of expansion continued through 1984 when the school included preschool through seventh grade.

In 1984, Rose Drive Friends Church joined as co-sponsor of Friends Christian School, and grades five through eight were offered at the Rose Drive church site. In September of 1985, Little Friends Preschool, which had been founded in 1969 by Rose Drive Friends Church, was integrated into the Friends Christian School system.

Today, Friends Christian School is comprised of four distinct educational organizations. Preschools are on both campuses. Kindergarten and grades one through four are located at the Friends Church, Yorba Linda site on Lakeview Avenue, and grades five through eight are found on the Rose Drive Friends Church site on Rose Drive. The Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC) have dually accredited kindergarten through eighth grade since 1994. Both preschools have been accredited by ACSI since 1994 and in 2012 the preschool received dual accreditation with ACSI and WASC.

God has blessed Friends Christian School in many ways, one being the growth in attendance, expanding from a preschool of twenty students in 1975 to a current enrollment of over 800 students, preschool through eighth grade.

The School Board of Friends Christian School consists of men and women, who have been selected by the two sponsoring churches of Friends Christian School.

The families who have been blessed by the ministry of Friends Christian School praise God for the leadership and vision of the sponsoring churches, and appreciate the outstanding school facilities and the successful curricular and co-curricular programs taught by competent and caring men and women of God. All of these combine to provide a quality Christian education for the children God has placed in the care of Friends Christian School.

## **A BIBLICAL PERSPECTIVE OF EARLY CHILDHOOD EDUCATION**

### **I. THE ROLE OF PARENTS IN EARLY CHILDHOOD EDUCATION**

The Bible entrusts to parents the duty of rearing their children, bringing them up in the discipline and instruction of the Lord as set forth in Ephesians 6:4. Therefore, the Christian parent must be involved with his/her child's education, ensuring that home and school standards are in harmony with the scripture.

Friends Christian School recognizes the Godly standards of parenthood as:

- \*Being in authority over their children
- \*Providing leadership for their children
- \*Being the primary trainers of their children

#### **A. To Be in Authority Over Their Children**

A child's standard of conduct is first developed within the family environment. Parents need to teach their children that just as there is a God-designed order to the universe there is a God-designed order to the home. That order places the parents in authority over their children. The child's role is to submit to parental authority, as found in Ephesians 6:1-3:

*Children, obey your parents in the Lord, for this is right. Honor your father and mother (which is the first commandment with a promise), that it may be well with you, and that you may live long on the earth.*

Children learn submission to authority in several ways: through parental instruction, reinforcement, and example. A parent's words are important as they explain authority, but more is learned by the child as he observes parental actions. Parents who exercise authority are usually quick to praise their children's obedient behavior and to correct their disobedient behavior. These parents also demonstrate submission by submitting to those in authority over them.

#### **B. To Provide Leadership for Their Children**

I Kings 9:4-5 speaks of fathers walking uprightly and having integrity. According to Deuteronomy 4:9, the concept of leadership and good role modeling is to be taught *"...to your children and to their children after them."*

In providing this leadership, parents must consider the child's mental, physical, spiritual, emotional, and social development. Outside-the-home organizations and other supportive people can be helpful to parents in these areas of development. Parents, however, are to be careful not to relinquish their God-given right of leadership. They must prayerfully and conscientiously plan the guidance of their young children.

#### **C. To Be the Primary Trainers of Their Children**

God's Word to fathers, regarding the rearing of their children, is to *"bring them up in the discipline and instruction of the Lord."* (Ephesians 6:4). Parents are given approximately twenty years to accomplish the task of training their children. That "training" is more than acquisition and application of knowledge. It includes building Godly character, self-discipline, and decision-making skills. Parents must not fall into the trap of thinking they should let the "experts" do the training. Rather, they should enter into a relationship with the Christian school which will aid them in the training process. Christian schools have much to contribute to a child's development, but only as a support to the primary trainers - the parents.

## II. THE ROLE OF THE CHRISTIAN SCHOOL IN EARLY CHILDHOOD EDUCATION

The Bible acknowledges two institutions to carry the responsibility of education and training: the church and the home.

Friends Christian School is not a separate institution outside the church sponsoring the school. It is the church! FCS calls Christian parents to Godly standards of living. Its function is to support the home. As a support for the home, FCS exists to aid parents in their God-given duty of rearing their children.

Friends Christian School recognizes its Godly role to:

- \*Support the family
- \*Uphold a Biblically-based educational philosophy
- \*Employ qualified spiritual professionals who exhibit integrity
- \*Maintain a safe facility that promotes the goals and purposes of the school
- \*Teach the truth about God and His universe

### A. To Support the Family

Friends Christian School understands the Biblical role of parents and the family. It is committed to the growth and development of the family. The school's practices and programs reflect a respect for the daily workings of this God-ordained institution.

The FCS teaching staff understands that they train and educate young children on behalf of their parents, not in place of them.

### B. To Uphold a Biblically-Based Educational Philosophy

Friends Christian School's goals, aims, standards, and values are in concert with a Biblically-based educational philosophy that recognizes:

- \* Young children are important. Jesus says in Luke 18:16 *"Permit the children to come to Me, and do not hinder them, for the kingdom of God belongs to such as these."*
- \* Young children grow developmentally as is stated in Luke 2:52, *"And Jesus kept increasing in wisdom and stature, and in favor with God and men."*
- \* Young children learn by doing as is written by King Solomon in Proverbs 20:11, *"It is by his deeds that a lad distinguishes himself if his conduct is pure and right."*
- \* Young children learn by example as it is pointed out in Deuteronomy 6:6-7, *"And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up."*

The concept that early learning reaps later life benefits, as is indicated in Proverbs 22:6, points out the importance of the early childhood experience.

### C. To Employ Qualified Spiritual Professionals

Friends Christian School employs qualified Christian professionals. Teachers must maintain spiritual integrity and early childhood expertise with a servant's heart.

#### D. To Maintain a Safe Facility that Promotes the Goals and Purposes of the School.

The School Board, administration and staff of Friends Christian School are dedicated to providing space, learning aids, and a physical environment that enhances learning and fosters discovery.

Local and state guidelines are addressed as they relate to health and safety and the standards to be met.

#### E. To Teach The Truth About God and His Universe

Friends Christian School strives to teach the truth about God and His universe and upholds the Bible as the educator's guidebook for everyday living and learning.

*"All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness: that the man of God may be adequate, equipped for every good work." II Timothy 3:16-17.*

At FCS, the academic day is not divided between that which is Christian and that which is secular. Biblical principles and practices are integrated into every aspect of the school day.

### III. INSTRUCTION IN EARLY CHILDHOOD EDUCATION

Training and education are part of God's plan for the learning process. Instruction must be prayed for, planned for, and implemented by teachers and parents who rely on the discernment of the Holy Spirit. It must be constant and practical. Friends Christian School is concerned not only with what the young child knows, but also with how the young child learns and acts.

Friends Christian School recognizes the godly standards of instruction as:

- \*Teaching of the whole child
- \*Teaching godly character traits
- \*Teaching by Biblical methods

#### A. To Teach the Whole Child

The role of instruction at Friends Christian School is not limited to increasing a child's mental and spiritual understanding of God and His world. Luke 2:52 reveals that Jesus' childhood development was fourfold: mental, physical, spiritual, and social/emotional. Our goal at FCS is to provide instruction and exercise in each of these areas.

Because children are individuals developing at different rates, curriculum which focuses predominantly on only one of the areas (i.e., the mental) to the exclusion of the others, will deny some children the help they need while denying others the opportunity to excel in their God-given strengths.

#### B. To Teach Godly Character Traits

Friends Christian School provides opportunities for young children to develop Godly character traits. The best known list of Godly character traits is found in Galatians 5:22-23. Here Paul identifies the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Daily school activities address the child's relationship and responsibility to God: humility, contentment, thankfulness, joy; the practice of personal discipline: self-control, holiness, faithfulness, and the skills necessary to deal appropriately with others: peace, patience, gentleness, kindness, and love.

The one character trait that allows the others to blossom is self-control. While we can't expect children to be self-controlled in a mature, adult manner, we can expect them to be developing self-control. The importance of teaching Godly character traits and Godliness has value for a lifetime and is an integral part of the curriculum at Friends Christian School.

*"...Godliness is profitable for all things, since it holds promise for the present life and also for the life to come."* I Timothy 4:8

### C. To Teach by Biblical Methods

The Godly parent and the Christian teacher must work in concert using Biblical methodologies for the training and instruction of young children.

In Genesis 1:26 the scriptures indicate that we are created in God's image - able to communicate, reflect, and be creative. Programs that encourage communication, teach thinking skills, and permit creativity are appropriate for young learners.

Another process of learning for the young child can be obtained from the discourse on love and spiritual gifts given by Paul and recorded in I Corinthians 13:11, *"When I was a child, I use to speak as a child, think as a child, reason as a child; when I became a man, I did away with childish things."* Paul explains that children communicate differently than adults. As a child matures, these differences disappear. It is our obligation to understand these differences if we are to sensitively and sensibly educate the young child.

And still another example of Biblically-based methodology applicable to early childhood appears in Isaiah 28:10. This passage indicates that children learn by doing and discovery. It also indicates a gradual process of building a little at a time.

Christian early childhood educators must introduce concepts in small steps, using a "hands-on" style and involve the senses of learning. The Christian educator who understands the child developmental stages will present information and learning experiences in an appropriate manner.

Those who God has called to work with young children have accepted a high calling - one that demands tender care, firm and loving direction, and guidance with wisdom.<sup>1</sup>

<sup>1</sup> This perspective was adapted from A Biblical Perspective of Early Childhood Education written by Eunice E. Dirks, M.A.; Richard G. Johnson, M.A.; Tim Stranske, M.A.; and Robyn Vander Weide, M.A. and published by ACSI in 1988

## **ACSI**

Friends Christian School (FCS) is a member of, and accredited by, the Association of Christian Schools International (ACSI). The school closes for 2 days each fall in order that staff members may attend the Annual Teacher's Convention sponsored by ACSI. Please refer to the school calendar for specific dates of this convention.

## **ADMISSION/CONTINUATION POLICIES**

Children will be admitted to Friends Christian Preschool (FCPS) and Little Friends Preschool (LFPS) who can benefit from care away from their own homes for part of the day, and whose parents can better carry out their child rearing responsibilities with such a plan. The best interests of the child and parent will be kept in mind in determining admission.

Children must turn 2 years old on or before September 1st to enroll in our program.

Chronological age is not an absolute criteria for admission. Some children are not ready to leave their parents even at the age of two years. This will be determined in the child's first weeks of school.

Children enrolled in the three-year-old through Junior K programs must have completed their toilet training before they are admitted to the school. Both preschools do offer a potty training class for children enrolled in the two-year-old class. Please see tuition rates available in the registration packet. Pull-ups and/or any other similar garments should be discussed with the classroom teacher.

A child who is physically, mentally or developmentally disabled shall not be accepted unless it is determined that (1) the Preschool Staff is able to meet the individual needs of the child and (2) the child would not pose a direct threat to the health and safety of any other children or staff in the program.

It is the desire of the School Board, Administration and Staff of Friends Christian School to provide a spiritually, emotionally and educationally motivating and secure school environment. In unusual situations where individual youngsters and/or parents (legal guardians) choose: (1) to continually disrupt that environment or, (2) to choose not to follow recommendations provided by school personnel, that student's attendance at Friends Christian School could be placed in jeopardy and/or terminated.

## **ADMISSION PROCEDURE**

When parents contact the school office and inquire about enrolling their child, the following steps will be taken:

## Preschool

A Registration Card, Emergency Card and Finance Card will be made available. A registration fee must accompany the completed cards for the child's name to be considered for placement.

Upon verification that your child's name is placed on a class list, additional paperwork will be provided that must be completed by the designated date.

## Junior Kindergarten and Kindergarten

Registration for Kindergarten is a process that begins with your request for a registration packet. Complete all necessary paperwork and submit it, along with the registration fee, to the school office.

Students registering for Kindergarten receive a developmental assessment by Chancy and Bruce Educational Resources, Inc. to assist in determining readiness for our Junior Kindergarten and Kindergarten program. Parents will be notified regarding the date of this assessment. Parents are required to attend a follow-up meeting presented by a representative from Chancy and Bruce. The results of your child's assessment are made available.

Kindergarten Ready: As a follow-up to the above steps, a conference is scheduled between the parents and the Elementary Principal.

Junior Kindergarten Gift of Time "Bonus Year": Children that are age eligible for kindergarten, however can benefit with a gift of time/bonus year will meet with the Director of Preschools. During this conference discussion will take place regarding your child's readiness. Should it be determined that your child would benefit from a bonus year before entering Kindergarten, he/she would be considered for our "gift of time" year in Junior Kindergarten.

Each of the following forms must be completed and returned to the school office before any child will be accepted into the classroom. In the event a child is enrolling after school has started, all paperwork must be completed and returned to the school office two working days prior to admittance.

- Identification and Emergency Information Form
- Child's Pre-admission Health History - Parent Report
- Physician's Report including immunization record
- Personal Rights
- Notification of Parents Rights
- Consent For Emergency Medical Treatment
- Birth Certificate

If, after assessing your child, it is determined that FCS cannot meet your child's needs, your registration fee will be refunded minus the assessment fee.

## **ARRIVAL AND PICK-UP PROCEDURES**

For the safety and well being of the children, all students must be **signed in** and **signed out** each day by someone authorized to do so. In addition, you must indicate the time you check your child in as well as the time you will pick up your child. Only someone over 18 years of age and authorized to do so may sign a child in or out. The only authorized persons allowed to pick up a child are those whose names are indicated on the child's records. Sign-in sheets are posted each morning by the classrooms.

If someone not already authorized will be picking up your child, please complete a blue pick-up permission slip and give it to the classroom teacher.

Any child signed in prior to 8:55 am will be charged for one hour of Extended Care. This is the five minute grace period. Any child signed out after 1:05 pm will be charged for Extended Care.

Failure to sign in and/or out will result in the following:

1st Offense: Parents will be reminded of their daily obligation to sign in and out and to indicate the time.

2nd Offense: Parents will be informed of their obligation to sign in and out and be assessed a \$10.00 charge in addition to any extended care charges.

3rd Offense: A \$10.00 charge will be assessed along with any extended care charges and parents will be informed that any further infraction may result in the loss of extended care privileges.

Preschool students should be dropped off and picked up at their classrooms. Each child is expected to be in his/her classroom by 9:00 am. Teachers will be available in their classrooms at 8:55 am.

If parents are divorced or separated and one parent is not allowed to see or pick up a child, we must have on file in the school office a certified copy of the court order of Final Judgment.

The Department of Social Services, Community Care Licensing Division requires teachers to inspect the children daily for any signs of illness before they are accepted into the classroom. No child will be accepted without contact between the

classroom teacher and the person who brought the child to school. The person bringing the child to school must remain with the child until he/she is accepted.

If, due to an emergency, a child cannot be picked up within the first 30 minutes after the close of our extended care program, school personnel must be immediately notified by a parent. Failure to receive parental notification by 6:30 pm will result in our staff contacting the Sheriff's Dept. (our community's legal authority). The Sheriff will attempt to locate the parents as well as the emergency contacts listed on the child's emergency card. If no one can be reached, the Police will assume custody of the child.

If a child becomes ill during the day, the parent will be notified immediately and asked to have the child picked up as soon as possible.

When a parent sends someone else to pick up their child: A Blue **Pick Up Permission Slip** is not required if the person who is picking up the child is listed on the **Emergency Card**. However, teachers will need to call the office or send the person to the office for clearance before the child is released. Anyone who is picking up your child needs to come prepared to show valid picture identification.

## **ATTENDANCE**

In order for your child to gain the most in school, promptness is encouraged.

Please phone the school office (FCSP 714-777-4356, LFPS 714-528-8402) if your child will be absent from school and keep the school posted on the nature of any illness and length of time your child will be out.

Absent days cannot be made up as school activities are planned for specific number of children each day.

Tuition credit for extended illness over two (2) weeks in length will be up to the discretion of the School Board.

## **BIBLE**

God's Word is taught to all students daily. Every student is taught from a Biblically based point of view. Memorization of scripture is part of each teacher's curriculum.

## **BIRTHDAYS**

Every child has a birthday celebration at school each year. Any child who has a birthday during the summer, or at a time when school is not in session, will be appointed a day during the school year to celebrate.

A parent may wish to bring a special snack on the day of the celebration. If so, please be sure to include the teacher in all of the planning for he/she is responsible to see that all activities are in proper balance. The snack may be sent to school with the child on the day of the celebration or dropped by the school office. (Note: We do not have space available in a refrigerator or freezer for drinks or ice cream. If either of these items are to be served, please make arrangements with the teacher to deliver them to the classroom.)

Suggestions for birthday treats include fruit juice, push-ups, ice cream bars or cookies. Cake is difficult for young children to eat, however, cupcakes are manageable for young hands and therefore appropriate.

Goodie bags are not appropriate for school parties.

The portion of the morning set aside for birthday celebrations will be snack time, approximately 20 minutes in length. However, the teacher provides many opportunities for the birthday child to feel honored throughout the day's activities.

Be sensitive to all children and do not send invitations for birthday parties to school to be distributed unless every child in a particular class is invited. Please check class lists, being careful not to omit just one or two children when planning birthday parties.

For those parents who are planning off-campus birthday parties and would like names and addresses of students, please give the office five (5) days notice. Any child leaving school with someone else other than their parent to attend a birthday party must have a Pick-up Permission Slip on file in the office. The child will not be released unless this permission is given by parents in writing.

## **BITING**

Preschoolers on occasion may bite when they become frustrated or overly tired and have lost control.

Biting by a child of any age is not permitted. It is not safe, socially acceptable, or conducive to a positive environment for children.

The following action will be taken for biting:

1st Offense: Child will be removed from the activity by the teacher and the parent/guardian will be informed.

2nd Offense: Child will be sent to the office and the parent/guardian will be notified by the Director.

3rd Offense: Child will be sent to the office and the parent/guardian will be notified to pick up their child.

4th Offense: Child will be sent to the office, the parent/guardian will be notified to pick up their child and informed that any further infraction may result in withdrawal from the program.

### **BREAKFAST (LFPS Only)**

Little Friends Preschool does not have appropriate facilities to serve breakfast to children who arrive very early in the morning. We can, however, provide supervision for those children who bring their own breakfast. The following guidelines need to be considered if you choose this opportunity:

1. Finger foods such as granola bars, fruit and/or dry cereal provide good nutrition for the young child.
2. Containers of yogurt, milk or juice may be brought. Please send appropriate spoons or straws.
3. Because of spills, no open cereal bowls with milk, please.

This service is provided to those students who arrive at 7:00 am or shortly thereafter. All breakfast food needs to be consumed by 7:30 am.

Thank you for your cooperation.

### **BULLYING**

Friends Christian School will not tolerate the bullying of any student, school employee, or volunteer worker. A bully is defined as one who hurts (or continually bothers) those who are perceived to be "weaker." This includes, but is not limited to, a single incident or a repetition of physical or verbal confrontations. This also would include an incident that occurred due to another student telling a child to carry out a bullying behavior. Each incident will be evaluated to determine if bullying has occurred. If we determine that the incident was actually bullying, immediate disciplinary measures will be taken. Incidents in grades K – 2nd will be dealt with by age appropriate consequences such as, but not limited to, a detention, a parent conference, an in-school suspension, etc. Incidents in grades 3rd – 8th could include measures such as, but not limited to, a detention, a parent conference, in-school suspension, or a suspension at home. For an extreme or repetitive situation, the consequence may be an expulsion from school. It is our goal to protect children from being targeted by overly aggressive, harsh, or demeaning behaviors. It is the personal responsibility of every staff member at FCS to help children apply Galatians 6:1 "...let us do good to all people...."

## **CHANGE OF CLOTHES**

All students are required to keep a complete change of clothing at school in case of an accident. Label each item with your child's name and place them in a plastic zip lock baggie also labeled with your child's name. If these clothes are used, be sure to return clean replacement clothes the next school day. All clothes belonging to the students will be returned at the conclusion of the school year.

If clothes belonging to the school are used for your child, please launder and return them to the office within one week or sooner if possible.

## **CHAPEL**

Chapel will be held weekly on each campus. LFPS chapel is held on Fridays from 9:15 to 9:45 am in the Church Sanctuary or in Sonshine Junction. FCPS chapel is held on Mondays from 9:15 to 9:45 am in room 317. All M - F and MWF students at Little Friends Preschool will be attending chapel. Family and friends are invited to join students and staff for chapel. We do ask that our guests sit near the back, as all of the classes have assigned seats near the front. Chapel will begin promptly at 9:15 am.

## **CHAPEL AWARDS**

Chapel awards are typically given as follows. The second Friday of the months are reserved for the selected children in the two and three-year-old classes. The fourth Friday is for the children in the Pre-K and Junior K classes. Parents are informed of the dates of the chapel awards in the class newsletter. Please check your classroom newsletter or call the school office to verify the awards chapels before making special arrangements to attend.

## **CHILD CUSTODY**

FCS assumes parents are the legally responsible adults for students. In the event that one or both parents have restricted custody rights, the adult or adults with legal responsibility for the student need to provide FCS with an official copy of the court documents establishing guardianship and/or custody.

## **CHILD SAFETY**

Each staff member of Friends Christian School is obligated by law to report to the Department of Social Services any injury to any child which requires medical treatment or any unusual incident or student absence which threatens the physical or emotional health or safety of any client or any suspected physical or psychological abuse of any child.

## **CLASS LIST/STUDENT PLACEMENT**

Student placement into classes is based upon several criteria. Students are placed based upon teacher recommendations, personal abilities, boy/girl ratios, and special spiritual, educational, and emotional needs. We use School Board set criteria as a priority in placement. **The director determines final class lists. All inquiries should be directed to the director and never the teacher.**

If parents have social or academic input concerning their child, it must be submitted in writing prior to May 15<sup>th</sup>. Concerns about students entering preschool should be addressed to the director. **By policy, parents MAY NOT request a specific teacher.**

Public discussion of placement among parents or staff is deemed inappropriate and divisive. Your concerns are important to us, so please make an appointment with your student's teacher or director so we can properly address your concerns. Class placement is confidential until families receive a postcard from their child's teacher approximately two weeks prior to Meet Your Teacher Day.

## **CLASSROOM OBSERVATIONS**

Occasionally, a parent will want to observe in a classroom representative of their child's next age/grade level. To schedule this observation, please contact the school office.

## **CLASSROOM PARTY GUIDELINES**

All classroom activities shall be carefully planned with the classroom teacher. All activities are to be consistent with the individual teacher's wishes. This provides consistency in the classroom. During activities, the teacher is the person responsible for, and in charge of, the classroom. Room helpers are to follow the teacher's direction/wishes.

Parties are to be kept simple and inexpensive. Money is not to be collected for any party. All parents should be given the opportunity to participate in classroom parties and activities by providing supplies and/or assistance. **Siblings are not allowed to attend classroom parties.**

Refreshments should be kept light and simple--some suggestions are yogurt push-ups or cookies, served with 100% Apple Juice.

Students may not exchange gifts: However, they may exchange notes or cards of encouragement.

Parties may be held for Thanksgiving, Christmas, Easter, Valentine's Day, Last Day of School, and other occasions when the teacher chooses

## **COMMUNICABLE DISEASES / ILLNESS**

The physical health and safety of each student is a priority at Friends Christian School. Our effectiveness in teaching spiritual, academic, emotional, or physical truth is dependent largely upon the physical well being of the child.

Please take the initiative to keep your child at home when he/she is fatigued or ill. For the sake of your child and the other children with whom he/she comes in contact, **never send your child to school with a fever.** Even if they tell you they are fine. If your child has a fever over 99-degrees, please keep him/her home out of school as the fever indicates an illness in the child's body and the health of other children is in jeopardy when they are around a sick child. (A doctor's note will excuse a child who normally runs a low-grade fever.) A child should not return to school until there is no fever for 24 hours. It is equally important that the child not return to school until he/she is able to participate fully in the normal school day.

The teacher or support staff will bring children that become ill during the school day to the office. The office staff will decide either to send the child home or to have him/her rest in the office before returning back to class. A child with a sustained temperature of more than one degree above normal will be sent home. When it is deemed necessary for a student to go home, a parent and/or guardian will be called. If the parent and/or guardian cannot be reached, the office may call another person who is listed on the student's emergency card. For health reasons only, a student who vomits will be sent home.

Students not physically able to participate in perceptual training (PT) on any given day, will be, for their health and safety, asked to not participate in recess activities.

Upon having one of the following diseases, a child must have written consent from a physician or the Health Department to be readmitted to school:

- Measles
- Mumps
- Pink Eye (Conjunctivitis)
- Scarlet Fever
- Strep Throat
- Whooping Cough

A physician, the Health Department, an Administrator or designee may clear a child for re-admittance upon having one of the following:

- Chicken Pox
- Colds

- German Measles
- Influenza
- Lice
- Pinworms
- Pneumonia
- Skin Diseases such as: Scabies, Ringworm, or Impetigo

A child who has a broken bone must provide a release from a physician to participate in physical activity.

## **COMMUNICATION**

Communication is an important aspect of the partnership that exists between school and home. Every effort will be made to keep you informed. Please read the weekly “Monday Messages”, weekly teacher newsletters that are emailed to you, flyers, white boards and parent boards.

Parents are encouraged to contact teachers/staff members by telephone or email. Parents may call the school office at any time to leave a message for the teacher/staff member to whom they would like to speak or they may email the teacher/staff member. A return call/email will be made within 24 hours. If the teacher is not working 24 hours from the time you call/email, it may take an extra day. If your message is time sensitive, please contact one of the school offices to deliver your message. Note: Parents must call the school office to report a student absence.

When contacting a teacher/staff member, please make your calls to the school rather than calling the teacher/staff member on their cell or at home. If everyone will honor these requests, teachers, staff members, and administrators can enjoy uninterrupted time with their families and home responsibilities.

## **CONFLICT RESOLUTION**

The parents/guardians, students, Board members, employees and volunteers of Friends Christian School (FCS) accept the Bible's command to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. Conflict resolution with FCS staff members should be initially handled with that staff member, then proceeding upward, if necessary, according to the organizational chain of command. Therefore, the parents/guardians, students, Board members, employees and volunteers of FCS agree that any dispute that arises out of or relates to parent/guardian and FCS relationships or the student and FCS relationships, including claims under federal, state, and local statutory or common law, shall be mediated first through biblically based mediation by the organizational chain-of-command, including the superintendent and School Board to attempt to resolve the dispute. If unsuccessful, the parties will use an outside mediation service or mediator to

mediate the dispute. To insure the resolution of possible disputes with a desire to maintain unity, it is agreed that the mediation of all such disputes shall be settled in conformity with scriptural conflict resolution guidelines. If said mediation is unsuccessful in resolving the dispute, the parties agree that the dispute shall be submitted to binding arbitration with an arbitrator with the Institute for Christian Conciliation, Billings, Montana (hereinafter "Institute") using the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation* (hereafter "Rules") for the arbitration only. Consistent with the Rules, each party shall agree upon the selection of the arbitrator. If there is an impasse in the selection of the arbitrator, the Institute shall be asked to provide the name of a qualified person that will serve in that capacity. If the parties mediated with the Institute, the mediator cannot be named as the arbitrator. Consistent with the Rules, the arbitrator shall issue a written opinion within a reasonable time. The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, FCS agrees to initially pay all fees and expenses, which may be required by the mediator, case administrator, and/or arbitrator related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree that they will endeavor to exchange information with each other and present the same at any mediation or if the matter proceeds to arbitration, pursuant to the Rules in the arbitration, with the intent to minimize costs and delays to the parties. They will seek to cooperate with one another and may request, to the extent permitted under the law, the mediator, case administrator, and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator. In addition, the parties agree that in the event of arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict. The parties agree that any claim shall be brought in the individual capacity of the person or FCS, and not as a representative of any class. The arbitration shall take place in Orange County, California. The parties further agree that this arbitration procedure will be the exclusive means of redress for any disputes relating to or arising from the parent/guardian and school relationship or from the student and school relationship, including, but not limited to disputes over rights provided by federal, state or local statutes, regulations, ordinances, and common law. THE PARTIES EXPRESSLY WAIVE THE RIGHT TO A JURY TRIAL. The parties acknowledge by waiving their rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process. The parties agree that the arbitrator's award shall be final and binding on all parties, provided that any award shall be reviewable by a court of law to the fullest extent allowed by and in conformance with the law, including for any error of law by the arbitrator.

## **DAILY INSPECTION FOR ILLNESS**

The teaching staff is responsible daily for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Special attention will be paid to children who have been absent because of illness or who have been exposed to contagious or communicable diseases.

## **DISASTER PREPAREDNESS**

Disaster Drills and/or Fire Drills are scheduled monthly. In addition, two (2) Lock Down Drills are scheduled during the school year. Staff members are trained in First Aid and CPR and maintain current certifications for both. Each staff member is assigned a specific area of responsibility in case of emergency. Disaster supplies are provided for each student and classroom.

## **DISCIPLINE**

### Philosophy

1. We believe that it is the responsibility of Friends Christian School to maintain sound biblical control and discipline. (1Corinthians 14:33, 1 Corinthians 14:40)
2. We believe that biblical examples cause us to address the conduct of the student rather than his/her status as a person. (John 8:11)
3. The discipline policy is designed to reflect a biblical method of resolving conflict and providing for correction.
4. To produce the desired environment for applying the discipline policy, the faculty and staff will work together, using these guidelines to:
  - a. Provide for a warm, friendly, congenial atmosphere conducive to a relaxed attitude on the part of the students in and out of the classroom within the framework of a fair, firm, and consistently enforced set of school and classroom procedures.
  - b. Orient the students fully to school and classroom procedures concerning discipline. Adequate time will be taken to do this early in the school year, and as needed throughout the school year.
  - c. Provide for individual differences in and out of the classroom so that opportunity for success and challenge is present for all involved persons.
  - d. Provide for growth of orderly transfer from adult leadership to dependence upon the leadership of the Holy Spirit on the part of the students. This is accomplished through establishment of graduated behavioral objectives in the area of self-discipline just as in academic areas.

## Purposes

1. Discipline is necessary to help promote a quiet spirit. The Bible says we need authority "...in order that we may lead a tranquil and quiet life in all godliness and dignity. This is good and acceptable in the sight of God our Saviour." (1 Timothy 2:2-3)
2. Discipline is necessary to help promote safety. The principle is shown in Scripture when we fail to obey the Lord "Like the nations that the Lord makes to perish before you, so you shall perish: because you would not listen to the voice of the Lord your God." (Deuteronomy 8:20)
3. Discipline is necessary to allow the educational process to occur. 'All discipline for the moment seems not to be joyful...yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.' (Hebrews 12:11) "Whoever loves discipline loves knowledge." (Proverbs 21:1)
4. Discipline is a shared responsibility with the parent(s). We desire to involve the parent(s) in the correctional process in order to increase effectiveness and strengthen the family (Proverbs 19:18-20, Ephesians 6:1-4)

## Procedures/Consequences

Disciplinary problems are prevented or lessened by not expecting more than the child is able to do, giving recognition for good behavior and achievement, and timely, unobtrusive intervention before a crisis develops.

Any form of discipline or punishment that violates a child's personal rights as specified in Section 101223 of the General Licensing Requirements of the Department of Social Services shall not be permitted as indicated under Personal Rights in this handbook.

Discipline measures in the classroom and on the playground would consist of the following:

- Talk to the child privately and as a individual
- Encouraging a child to make a better choice
- Pray with the child
- Redirecting a child
- Providing a child a time to rethink the choice
- Removing a child from an activity or group setting
- Allowing a child space for a thinking time
- Placing a child on a improvement contract
- Sending a child to the office
- Contacting the child's parent
- Sending a child home for the day

Occasional intervention by the Director or Office Staff may be helpful to assist the children in redirection of behavior. A child brought to the office for discipline measures will remain with the Director or Office Staff before returning to class as follows:

- Two year old child                      2 minutes
- Three year old child                    3 minutes
- Pre-K child                                4 minutes
- Junior Kindergarten child            5 to 10 minutes

In the event it is necessary to send a child home for the remainder of the school day the parent will be contacted to pick up their child, he/she will remain under direct supervision in the school office until the parent arrives and signs their child out.

Parents will be involved when necessary either by a face-to-face conference or phone conference, to ask for their advice and assistance.

**Please see Biting or Bullying sections in this handbook for specific policies on these offenses.**

### **DOGS ON CAMPUS**

For the safety of our students and staff, dogs are not allowed in any of the buildings on campus, including classrooms, offices, the ball field, or the gym during the school day or at any after school activities.

Permission may be granted from the school for special pet share days. Please see the Pet Sharing Policy in this handbook.

### **DRESS AND GROOMING CODE**

The purpose of the dress and grooming code is to establish and promote a positive, safe, educational and spiritual climate where students learn to dress with modesty, neatness and appropriateness. The Bible directs parents and those in authority to “Train up a child in the way he should go, and even when he is old he will not depart from it” (Proverbs 22:6). The Scripture also speaks to the student when it says, “Let no man look down on your youthfulness, but rather in speech, conduct, love, faith, and purity, show yourself an example of those who believe” (1 Timothy 4:12). Please consider the purpose of the dress and grooming code and the above scriptural admonitions as you monitor your child’s dress daily to ensure that he/she is dressed appropriately for school. It is the responsibility of the parents to make sure these guidelines are followed and that their student is in compliance each day. *If a question arises about what is or is not appropriate attire, and the dress code does not specifically*

*address the question, the FCS administrators have the authority to make a final decision.* Thank you for your support and cooperation in maintaining these standards.

#### BACKPACKS:

Backpacks made of vinyl or plastic are preferred. They should be easy for young children to handle and carry. Backpacks with wheels are not recommended.

#### CLOTHING:

Children who attend preschool need to wear play clothes to school. Children need to be free to play and learn without fear of getting dirty.

Bike shorts, walking shorts, or pants are required for girls participating in Perception.

Note: Clothing, including backpacks, must reflect modesty and not depict scenes, slogans or sayings inappropriate for a Christian school.

#### FOOTWEAR:

All children must wear tennis shoes, composite soled or rubber soled shoes. Shoes must have heel straps, which keep them securely in place. We prefer that children wear socks with their shoes. No shoe may be worn with a heel over 1/2". Moccasins, flip-flops, clogs, crocs and western-style boots are not acceptable. Tennis shoes are required for scheduled perception days. Shoes with rollers may not be worn at school.

#### HAIR:

Hair should be neat, clean and out of eyes. Unusual styles (such as tails, spikes and stripes) and/or temporary or permanent tinting, unnatural-looking bleaching or coloring of hair is not permitted. Hairpieces and/or extensions may not be worn.

#### HATS:

Baseball style caps and visors may be worn when participating in outdoor activities. When caps are worn, the bill of the cap must face forward, not backward or sideways.

#### JEWELRY:

Long necklaces or dangling earrings are not permitted. Expensive jewelry should not be worn at school.

## MAKEUP:

It is unacceptable for children to wear makeup at anytime. Tattoos, whether permanent or temporary, are never permissible.

## SUNGLASSES:

Sunglasses may be worn when participating in outdoor activities. Novelty glasses are not acceptable.

## **DRINKING WATER**

Our preschools will ensure fresh drinking water will be readily available both indoors and in outdoor activity areas, to all students registered in our program.

## **EMERGENCY AND DISASTER PREPAREDNESS**

Emergency drills are conducted on each campus at least once a month. The drills include instruction and practice for students in the event of a fire, earthquake, or other emergencies. The children will become familiar with the procedures to be followed and the routes to take in the case of evacuation.

Friends Christian School places a high priority on the safety and well being of each child entrusted to our care.

In preparation for any natural disaster, we have carefully developed a plan that includes safety training for staff, practice drills and evacuation/release procedures. As parents you play an important part in the success of this plan.

We realize in the event of any emergency, your first thoughts will be of your child. We feel the plan that has been developed is the best for all involved.

In the event of an emergency please note carefully the following information:

1. Children will be evacuated according to our established guidelines and will be relocated to a safe place.
2. Children will be released to their parent or the parent's duly authorized appointee.
3. No parent will be allowed in the staging area, instead, parents should report to the area posted "Release Area".
4. A runner will locate your child and return with him/her.

5. Students can only be released to parents or designated appointees that are listed on the student's White Emergency Card, which is filed in the school office. (Please keep this information current.)
6. Please remain calm and assist us in taking the best action.

Every staff member has received instruction in the use of first aid and CPR techniques and is trained in the procedures for emergency situations. Emergency supplies have been purchased with the one-time emergency disaster preparedness fee that each family pays and the supplies are stored in a secure location on each campus. In the event of a true emergency, students will remain in a safe place under the supervision of trained adults, and will be released only to an authorized adult listed on the student's emergency card. Should we be without power and/or telephone lines, the school will be communicating to parents via text messages and email.

### **EMERGENCY NOTIFICATIONS**

FCS uses a text messaging system to inform parents in the event of an emergency, such as school closing or a lockdown. The system permits us to send messages only to those who are affected by the information.

The text messaging system operates on an opt-in basis. To receive texts, each person needs to text "yes" to 68453. This only needs to be done one time for each phone number.

### **EXTENDED CARE**

As another means of outreach and service to families who have their children enrolled at FCS, we offer extended care beyond the hours of our instructional portion of the program. We offer this service in hopes that it will assist those in need of daycare services because of family schedules. It is our desire to provide competent and loving Christian supervision and programming.

When parents pick their children up after 4:00 pm at FCPS and 6:00 pm at LFPS, it causes the school to be open past our licensing hours and could result in a fine from the Community Care Licensing Department of Social Services. It also forces the extended care staff to stay past the contracted hours they are paid to work. There is an overtime charge of \$1.00 per minute for any child not picked up by 4:00 pm at FCPS and 6:00 pm at LFPS. The Finance Office will bill the responsible party for any overtime charges, which are accrued.

If, due to an emergency, a child cannot be picked up within the first 15 minutes after the close of the extended care program, school personnel must be immediately notified by

prior to the closing of Extended Care. Failure to receive parental notification by 4:15 pm (FCPS) and 6:15 pm (LFPS) will result in our staff contacting the Brea Orange County Sheriff (our community legal authority). The Sheriff's Dept. will attempt to locate the parents as well as the emergency contacts listed on the child's emergency card. If no one can be reached, the Sheriff will assume custody of the child.

The privilege of using the Extended Care program may be lost if a pattern is established of non-compliance with any of our extended care guidelines. When a child arrives before 9:00 am and/or stays after 1:00 pm, this child will be welcomed into our Extended Care Program. It is important that your child be signed in (and out) on the designated **Sign In/Out Sheet** and that the accurate time be indicated.

### **EXTENDED CARE FEE**

Hourly use of Extended Care is \$5.50 per hour or any part of an hour.

### **EXTENDED CARE PROGRAMS**

#### **PRESCHOOL – MORNING PROGRAM:**

The morning program at LFPS is open Monday through Friday from 7:00 to 9:00 AM in rooms B111 for our two and three-year-old students and in room B144 for our four-year-old and Junior Kindergarten students. At FCPS, all students are in room 212 from 8:00 to 9:00 AM. This program is only available to our students on the days he/she attends. All preschool children entering the morning program must be signed in by a parent, legal guardian, or authorized adult (18 years or older). The sign-in sheets are attached to clipboards and located in each of the extended care rooms. Each teacher has a class sign-in sheet. Each child's name is typed on its individual class sheet. It is important to legibly sign your name in the signature space located on the sign-in sheet. Remember to leave an emergency contact phone number. Do not allow your child to sign his/her own name on the sheet. The sign-in sheet is a legal document and the preschool is required to keep the document for a period of time set by the state.

Each child in the morning program will be escorted at 8:55 AM from extended care to their classroom and placed in the care of the classroom teacher.

A variety of art, table games, reading of stories, and floor activities are presented daily in this program.

#### **PRESCHOOL – AFTERNOON PROGRAM:**

The afternoon program is open Monday through Friday from 1:00 to 6:00 PM at LFPS and 1:00 to 4:00 PM at FCPS. (Please see the "ARRIVAL AND PICK-UP PROCEDURES" section of this handbook for room/location). This program is only available to your child on the days he/she attends.

All preschool children entering the afternoon program should be signed in by a parent, legal guardian, or authorized adult (18 years or older). Failure to sign in and/or out of the program will result in a fee and the possible loss of extended care privileges.

The sign-in sheets are located in each extended care classroom and transferred to the classroom each day.

Remember do not allow your child to sign his/her own name on the sheet. The sign-in sheet is a legal document and the preschool is required to keep the document for a period of time set by the state.

Typical Afternoon Extended Care Program:

1:00 – 2:15	Rest Time (mat, blanket)
2:15 – 3:00	Restroom and snack time
3:00 – 4:00	Playground
4:00 – 6:00	Indoor Activities (LFPS Only)

A special “Movie Day” is scheduled each week on Friday. The movies are approximately 30 to 45 minutes long and will begin at approximately 3:30 PM (LFPS) and 3:00 (FCPS).

Children may bring in one small stuffed animal (“resting buddy”) and a special blanket, to keep with him/her during rest time. We ask that you do not send pillows and other personal items. Resting items should fit in a gallon-size Ziploc bag and be brought to school in such. When gallon-sized bags are not available, please ask your child’s teacher.

Every week, children staying for “Resters” will receive a clean school sheet, blanket and a mat. The blanket, mat, and sheet will be stored in your child’s personalized bag that is provided by the preschool. The FCS staff launders the blankets and sheets each week. The mats are disinfected weekly. Blankets and sheets are not shared with other children.

## **FINANCE INFORMATION**

The following information is provided to clarify the financial obligations of parents whose children are, or will be, enrolled at Friends Christian School. The completion of the Finance Card, with appropriate signature(s), is our assurance that parents agree to support and to honor Friends Christian School financial policies. Failure to return a completed Finance Card (one for each child) will prevent us from placing your child’s name on a class list.

Please read the following information carefully. If you have any questions, please call the Finance Office at (714) 777-3074 during the business hours of 8:00 AM to 4:00 PM.

1. Only families with current tuition/fee accounts will be allowed to re-enroll or apply for admission to FCS. Accounts that become delinquent for more than 60 days may result in a family's dismissal from FCS.
2. An application fee must be submitted with the completed registration materials for each student new to FCS (K-8<sup>th</sup>). This fee is non-refundable.
3. The registration fee is non-refundable.
4. Tuition installments will be paid in 11 monthly payments from July, 2018 through June, 2019. Tuition is not collected during February to accommodate re-enrollment for the following school year.
5. Tuition and extended care fees are paid through FACTS Tuition Management. All families enrolled at FCS must have an active FACTS agreement in effect and must make tuition and extended care payments through FACTS.
6. As per the FACTS agreement, parents are subject to fees for late payments or insufficient funds.
7. Extended care fees are charged separately from tuition.
8. FCS requests parents to provide two-week written notification prior to withdrawing an enrolled student. Failure to provide such notification may result in a delay of any tuition refund.
9. Information concerning individual tuition accounts is provided only to the person whose signature appears on the Finance Card.
10. Students with an extended absence due to illness of 10 consecutive days or more may be given a two-week tuition credit. A doctor's notice is required.

## **FIRST AID TREATMENT / INCIDENT REPORTS**

Injured students are given appropriate first-aid depending on the type of injury. Treatment by school staff is limited to ice packs and/or washing with soap and water, cleaning area with a baby wipe, and/or providing bandages. In case of severe injuries or other emergencies, a parent and/or paramedics may be contacted. AED devices are located on both preschool campuses. In the event that a head or face injury occurs, the office will make every attempt to notify the parent by phone.

An Incident Report, in duplicate is completed whenever a child is injured. The original report is kept in the office. The copy is sent home with the student.

## **FOOD ALLERGY POLICY**

The Friends Christian School cannot guarantee an allergen-free environment. It is reasonable to expect that students, from time to time, will have some exposure to foods or food residue, which could trigger allergic reactions in sensitive individuals.

The Friends Christian School's intent is to provide families with as many healthy food options as possible while also reducing, but not eliminating, exposure risks for students with food allergies.

Parents must notify the School in writing of their student's food allergy. The notice must be in the form of a letter from the student's physician and must include the following information: (i) name of the student, (ii) date of correspondence, (iii) specific information about the student's condition, (iv) specific treatment instructions in the event of an allergic reaction, and (v) the physician's name, address, and phone number. The School and parents will discuss the student's allergy to address how the School may be of assistance, thereby enabling parents and the student to take their own precautions with full knowledge of what to expect and what not to expect from the School.

The following risk avoidance measures are observed at The Friends Christian School.

- **No Food Sharing.** Students are regularly reminded to refrain from sharing food.
- **Allergen-Aware Lunch Tables/Areas.** One or more lunch tables/areas will be designated for students who have food allergies. Students will regularly be reminded of foods prohibited in these areas.
- **Case-by-Case Safety Precautions.** There may be specific safety precautions instituted from time to time that may request cooperation from the campus community. For example, a certain food may be restricted from a classroom if a student in that class has a food allergy.
- **Nut-Sensitive All-School Functions.** Because exposure to peanuts and/or tree nuts can be particularly harmful to certain individuals, peanuts, tree nuts and foods containing these products will not be distributed by school personnel at any school function.

While the precautions described above are designed to reduce exposure risks, the school makes no guarantee that these practices will eliminate or prevent allergic reactions.

## **HEALTH REQUIREMENTS**

The physical health and safety of each student is a high priority at Friends Christian School. Our effectiveness in teaching is dependent largely on the physical well being of the child. Please take the initiative to keep your child home when he/she is fatigued or

ill for his/her sake and for the sake of the other children. In fairness to your own child, it is imperative the children with contagious diseases not attend school.

## **ILLNESS**

If your child becomes ill while at school, you will be called to pick him/her up. Please make arrangements to pick your child up within the hour. Children who do not feel well become apprehensive if they have to wait too long.

Most importantly, do not return your child to school until he/she is able to participate in all activities in the normal school day. We cannot honor requests to keep children indoors all day, as supervision is not available.

In the event a student is absent from school due to some illness, for 10 (ten) consecutive days or longer, a 2 (two) week tuition credit will be given upon request.

A student must be fever-free or from vomiting for 24 hours before returning to school.

## **IMMUNIZATIONS**

The California School Immunization Law (Health and Safety Code Sections 120325-120380; California Administrative Code, Title 17, Sections 6000-6075) requires that children be up-to-date on their immunizations to attend school or childcare. Parents must present their child's immunization record to school or child-care staff prior to admission as proof of immunization. Beginning January 1, 2016, as mandated by California Law SB277, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal belief exemption to a currently-required vaccine.

A photocopy of your child's Immunization Record should be brought into the school office at the time of registration. The exact dates of immunizations (month, day, and year) as verified by a physician's signature must be transcribed by a school employee onto a card in your child's file. If your child's immunizations are not current, your child will not be admitted to a class.

### Parents Guide to Immunization Requirements:

Between the age of 18 months and 4 years:

Polio	3 doses
DTP or DTaP	4 doses
MMR	1 dose (given on or after the 1st birthday)
Hepatitis B	3 doses
Hib	1 dose (given on or after the 1st birthday)

Varicella                      1 dose  
(If a child had chickenpox disease and this is indicated on the Immunization Report **by the child's physician**, they meet the requirement.)

## **INSURANCE**

Friends Christian School provides Student Accident Insurance for each student. The type of coverage provided is called "secondary coverage". This means that if a student is injured at school or while participating in a school-sponsored activity, claims must first be submitted to the parents' insurance carrier. The school's policy will cover whatever reasonable expenses remain after the parents' insurance carrier has settled. If the parents do not carry medical insurance, FCS will submit all claims to its carrier. Any questions concerning this program may be directed to the Finance Administrator (714-777-3074).

## **LOST AND FOUND**

Please put your child's name on all of his/her belongings, as this will allow us to return them to you if misplaced. If we find an item that is not labeled, we will put it in the Lost and Found box, which is located near each preschool office. After a reasonable period of time, all items not claimed will be donated to a charitable organization.

## **LUNCH**

Preschool lunch occurs between 12:00 – 1:00 PM daily. Students will need their own lunch for school. Lunch needs to have been appropriately packed in order to ensure that the food eaten is safe and nutritious. All students eat in their classrooms. In the event that a student has forgotten to bring their lunch, the school will provide them with Chicken Tenders, a Fruit Cup and 1% Milk or Water.

## **MEDICATIONS**

### **Administration of Medicine at School**

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. **Medications, both prescription and over the counter**, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. **The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home, outside school hours whenever possible.**

California Education Code, Section 49423, allows school personnel to assist in carrying out an authorized health care providers written orders. Designated non-medical school personnel will be administering your child's medication. Medication will be safely stored and locked or refrigerated if required.

When recommended by an authorized health care provider and parent, preschool students may have emergency medicine such as EpiPen or inhalers that remain with the teacher. Back up medication should be kept at school for emergency use. Students who have a serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their prescription medication at school with the appropriate consent forms in the event of a disaster.

**If medication is to be administered at school, all of the following conditions must be met:**

1. A written statement signed by the licensed authorized health care provider specifying the condition for which the medication is to be given, the name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school office by the parent/guardian or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. An appropriate measuring device must accompany all liquid medication.
6. Any tablets requiring partial doses (1/2 or 1/4) must be cut at home or by the pharmacy.
7. A separate form is required for each medication.

NOTE: Please discuss your authorized health care provider's instructions with your child, so that he/she is aware of the time medication is due at school.

This request is valid for a maximum of one year. Whenever there is a change in medication, dose, time, or route, the parent/guardian and authorized health care provider must complete a new form.

## **MUSIC PROGRAM**

In addition to music in the regular classroom, the children will attend a co-curricular music program once a week for twenty minutes (15 minutes for the 2's) with their classmates. The children will be introduced to age-appropriate choral singing, music appreciation/theory, composers, musical instruments, worship songs, and music and movement.

## **NEW STUDENT ASSESSMENT PROCEDURE / JUNIOR KINDERGARTEN**

New Junior Kindergarten students are assessed individually or in small groups as part of the FCS registration process. The assessment schedules are arranged by school personnel, after which the new student and his/her family are interviewed by the Director. Upon acceptance of the student to FCS, the entrance assessment is placed in the student's cumulative file, so that the teacher can familiarize himself/herself with the results as necessary.

## **NON-DISCRIMINATORY POLICY**

Friends Christian School admits students of any race, color, national or ethnic background to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

## **NON-ENGLISH SPEAKING STUDENT POLICY**

In addition to quality education, the spiritual and physical health and safety of each student is a high priority at Friends Christian School. We can only effectively offer our program to those children who can understand directives given by school personnel and adequately communicate his/her own needs. If it is determined by the classroom teacher and Administrator that the needs of the child (or safety of others) cannot be adequately addressed because of his/her inability to speak and/or understand the English language, the child's enrollment will be terminated.

In the first step of the implementation of this policy, the teacher will interact with and observe the child's ability to understand direction, and communicate his/her needs. If the child is unable to participate safely, step two will be implemented.

In the second step, the Teacher and Administrator will observe the child and record their observations. If it is clear that the child is unable to safely participate in school activities the parents will be contacted. In a conference setting, the parents will be informed of observations and given the opportunity to respond. If the child is to be withdrawn or

dismissed from school, the registration fee will be refunded and tuition collected only for the days in attendance.

## **NUTRITION FOR YOUNG CHILDREN**

Nutritious food is important to the health, development and well-being of a child. It is important that your child has a nutritious breakfast before coming to school and brings a healthy snack. Children staying for the Afternoon Extended Care must bring a balanced lunch. The State of California, Department of Social Services suggests the following food selections for children three years to five years of age:

### **BREAKFAST**

Milk, fluid	3/4 cup
Vegetables and Fruit and/or	1/2 cup
Full-strength vegetable juice	1/2 cup
100% Fruit Juice	
Bread	1/2 slice
Cereal (cold/dry)	1/3 cup or 1/2 oz.
Cereal (cooked)	1/4 cup

### **LUNCH OR DINNER**

Milk, fluid	3/4 cup
Vegetable and Fruit	1/2 cup total
Bread or Bread Alternative	1/2 slice or 1/2 serving
Meat and Meat Alternative (lean meat, poultry, or fish)	1-1/2 oz.
Cheese	1 1/2 oz.
Eggs	1 egg
Beans (cooked/dry)	3/8 cup
Peanut Butter or Soy Nut Butter or	3 tbsp
Peanuts, Soy nuts, or Tree Nuts	3/4 oz.
Yogurt (plain, sweetened and flavored)	2 oz. Or 1/4 cup

Certain foods cause choking in young children under 4-years of age. Such foods include, but are not limited to, nuts (peanuts); popcorn; large pieces of raw vegetables; large grapes; and hot dogs.

## **PARENT'S RIGHTS**

As Parents/Authorized representative, you have a right to:

1. Enter and inspect the childcare center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

State of California  
Department of Social Services  
Community Care Licensing - Child Care Division  
750 The City Drive, Suite 250  
Orange, CA 92868  
(714) 703-2818  
FAX (714) 703-2831

3. Review, at the childcare center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the childcare center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

## **PARENT-TEACHER CONFERENCES**

Should a parent/guardian desire a conference with a teacher, phone the school office and arrangements will be made for the teacher to contact you at his/her earliest convenience. This will insure quality time with the teacher when he/she can give you his/her undivided attention.

### Junior Kindergarten

Parent-Teacher Conferences will be scheduled in November. A parent sign-up sheet will be generated from the school office. Parents will be notified to sign-up on the sign-up sheet located on the classroom window for a conference. Parents may make other arrangements with their child's teacher to conference on a different day and/or time. Parents may conference with their child's teacher at anytime throughout the school year.

### Pre-K Program

Parent-Teacher Conferences will be scheduled in November. A parent sign-up sheet with available conference times will be posted on the parent boards. Parents not able to conference with the teacher on the time posted may arrange a different day with the teacher. Parents may conference with their child's classroom teacher throughout the year.

### Three-Year-Old Program

Parent-Teacher Conferences will be scheduled in January. A parent sign-up sheet with available conference times will be posted on the parent boards. Parents not able to conference with the teacher on the time posted may arrange different day with the teacher. Parents may conference with their child's classroom teacher throughout the school year.

### Two-Year-Old Program

Parent-Teacher Conferences will be scheduled in January. A parent sign-up sheet with available conference times will be posted on the parent boards. Parents not able to conference with the teacher on the time posted may arrange different day with the teacher. Parents may conference with their child's classroom teacher throughout the school year.

## **PARENT TEACHER FELLOWSHIP (PTF)**

The Friends Christian School Parent-Teacher Fellowship (PTF) is organized to provide an opportunity for parents of FCS students to enhance their involvement in their children's total school experience.

The PTF Board has the responsibility of planning and hosting a series of functions that enrich the educational experience of FCS families. Their focus is on the promotion of the Gospel of Jesus Christ and the fellowship of school families.

An invitation is extended to those parents who would be willing to serve or help on the board in some way (meetings are held once a month). For more information, please contact the school office.

## **PARENT VOLUNTEERS**

Parent volunteers are the backbone to the success of our school. They assist in the PTF program, in fundraising activities, in the classroom, and in many other ways. Details on how to become involved can be found in newsletters and flyers. Instructional teachers offer opportunities for classroom involvement. Watch parent boards and/or newsletters for specific information.

Parent volunteers must check in with the office and receive a classroom pass/name tag to be worn at all times while on campus. Siblings are not allowed to accompany parents when volunteering at school, due to our licensing agent and insurance carrier.

State regulations for parent volunteers are as follows: "A person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year." Later the code states, "A person may submit a written declaration that he or she has declined the influenza vaccination. This exemption applies only to the influenza vaccine." Regulation 1012169(g) states, "All personnel, including the licensee, administrator, and volunteers, shall be in good health and shall be physically and mentally capable of performing assigned tasks. (3) The good physical health of each volunteer who works in the center shall be verified by: (A) A statement signed by each volunteer affirming that he/she is in good health. (B) Results of a test for tuberculosis performed not more than one year prior to or seven days after initial presence in the center."

## **PARKING**

**LFPS:** Ample parking is provided in our two (2) parking lots. The north lot can be entered from Rose Drive and the south lot from Bastanchury Road.

**FCPS:** Families are asked to park in Lots 3 and 4, closest to the preschool entrance.

We do ask that our parents and visitors park in marked parking spaces only. Driveways must remain clear at all times. Do not leave your vehicle engine running when you leave the car and **do not leave children unattended inside the car**. Handicapped parking spaces are clearly marked and are available for use by handicapped persons only. Please do not leave valuables (e.g. purses, cell phones, I-pods. etc.) in your car.

## **PERCEPTUAL TRAINING PROGRAM**

We at FCS place a high priority on the development of the student's physical bodies and recognize the necessity for proper training in the areas of fine motor skills, gross motor skills, and eye-hand coordination. Because of the importance placed on this training, we offer a special program to all Preschool students in perceptual training.

In Perception the focus is on balance, gross motor and coordination through games, and use of diverse equipment such as: balls, hoops, bean bags, jump ropes, stepping stilts, balance beams, balloons, parachute play, relay race and a variety of activities that support gross and fine motor development.

### **PERSONAL RIGHTS OF CLIENTS (Preschool Students)**

The following information is taken directly from Section 101223 of the General Licensing Requirements of the Department of Social Services which was effective as of June 8, 2005

- A. The licensee shall ensure that each child is accorded the following personal rights:
1. To be accorded dignity in his/her personal relationships with staff and other persons.
  2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with functions of daily living, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  4. To be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department 's complaint unit.
    - a. Provisions regarding inspections request are found in Health and Safety Code Section 1596.853
      1. Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state...

2. The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection...
  3. Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint. In either event, the complainant shall be promptly informed of the department's proposed course of action.
5. To be free to attend religious services or activities of his/her choice.
    - a. Attendance at religious services, in or outside of the center shall be voluntary. The child's authorized representative shall make decisions about the child's attendance at religious services.
  6. Not to be locked in any room, building or center premises by day or night.
    - a. The licensee is not prohibited by this provision from locking exterior doors and windows or from establishing rules for the protection of children provided the children are able to exit the center.
    - b. The licensee shall obtain prior approval from the Department to utilize means other than those specified in (a) above for securing exterior doors and windows.
  7. Not to be placed in any restraining device. Postural supports may be used as specified in Section 101223.1
  8. To receive or reject medical care, or health-related services except for minors for whom a guardian, conservator, or other legal authority has been appointed.
- B. The center shall inform each child's authorized representative of the rights specified in (A) (1) thru (8) above.

1. The center shall give each authorized representative a copy of the Personal Rights form (LIC 613A [8/08]).
  - a. Each authorized representative shall be asked to sign and date the acknowledgement-of-receipt statement at the bottom of the LIC 613A (8/08). This documentation shall be kept in the child's file.
2. The center shall post a copy of the LIC 613A (8/08) in a prominent, publicly, accessible area in the center.

C. The licensee shall ensure that each child is accorded the personal rights specified in this section.

Note: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81, 1597.05, Health and Safety Code.

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations, the Department of Social Services, has issued a license to Friends Church Yorba Linda to operate and maintain Child Care Centers at 5211 Lakeview Avenue and 4231 Rose Drive, Yorba Linda, California. This license is not transferable and is granted solely upon the following conditions and limitations: Ambulatory only. Ages two through six years. Hours: 7:00 am to 6:00 pm. Facility number: 300600605.

### **PET SHARING POLICY**

Sharing pets can provide children with opportunities to enhance their self-esteem and develop a sense of responsibility. For safety reasons, it is necessary to follow these prescribed guidelines:

1. Advanced approval from the teacher must be obtained.
2. A parent must accompany the pet at all times.
3. The visit must be limited to 15 minutes or shorter in length at the discretion of the teacher.
5. Pets must be on a leash or kenneled while on campus.

On non-pet sharing days, please follow these guidelines:

Dogs are not allowed in any of the buildings on campus including classrooms, offices, the ball field or the gym during the school day or at any after school activity.

## **PHOTO POLICY**

Social media in and around Friends Christian School (FCS) is ubiquitous. The pervasive use of photographs including students for communication, and the publication of photos that include FCS students by our families has proliferated. FCS use of photos in our communication has increased exponentially, with overwhelming approval and support of our school community. As such, FCS has established the following photo use policy:

In any and all photographic communication in whatever form generated by FCS (including but not limited to online newsletters, FCS websites, emails, printed communication, advertisements, and social media such as Facebook or Twitter), FCS reserves the right to publish any student photographs, with or without student names. Generally, we will seek to secure prior permission from parents/legal guardians before including student names with a photograph, but some situations, such as real-time posting of photographs at an event, do not allow for this type of permission. Additionally, publication of student photographs including student names in any communication whose initial circulation is limited to members of the FCS community (including but not limited to the yearbook, school-controlled password-protected online sites that cannot normally be forwarded to anyone without password access, and pictures put on display on school property) may be done without seeking prior permission from parent/legal guardians.

FCS does not control, nor can it reasonably control, all uses of student photographs published for personal use by students, family members, FCS employees, FCS board members, or any other member of the general community, including any photographs that are published including student names. FCS therefore assumes no liability for the publication of student photographs in any forum. In enrolling students at FCS, FCS parents fully release and forever discharge FCS from and against any liability whatsoever from any claims, actions, causes of action, liability and damage for the use of student photographs.

## **PLAYGROUND POLICY**

Our Licensing Agent does not permit children who are not enrolled in our school to be on the playground during operating hours. In addition, once a child has been signed out they are no longer a part of our program and are not allowed to be on the playground. Siblings not enrolled in the program are not allowed on the playground at any time.

## **PLEDGES**

Each morning in class, or as a school in Chapel, children will be taught to stand and recite the Pledge to the American Flag, the Pledge to the Christian Flag, and the Pledge to the Honor the Bible.

Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag: I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again with life and liberty to all who believe.

Pledge to Honor the Bible: I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet and a light unto my path, and will hide its Word in my heart that I might not sin against God.

### **PROGRESS REPORTS**

Throughout the school year the utmost care and attention is given to determine each student's individual progress. The reports are sent home as follows:

Junior Kindergarten Students:      November / June

Pre-K Students:                              November / June

Three-Year-Old Students:              January / June

Two-Year-Old Students:                June

Quarterly progress reports will be sent home at the end of each quarter.

### **READINESS ASSESSMENTS**

Students currently enrolled in our Pre-K Program and registered for Friends Christian School Kindergarten program in the fall will be assessed by Chancy and Bruce Educational Resource Inc. for kindergarten readiness. The assessment is paid for by the kindergarten application fee.

A team of trained educators representing Chancy and Bruce will come to our campus to assess the children. Each child will have the same assessor throughout the assessment. The assessment will take place in the early spring. The assessment is approximately 30 minutes. Parents will be required to attend a mandatory Parent Meeting to receive the results of their child's assessment. Information regarding the assessment and a Parent Permission form will be sent home at the end of February.

Parents not enrolling their child for our kindergarten program, but would like to have their child assessed by Chancy and Bruce Educational Inc. may do so as availability permits. Please contact the preschool office for further information.

### **RESTING TIME**

With the best interest of the children enrolled in our program and as required by the State of California, Department of Social Services “All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. A napping space shall be available for each child under the age of five. Centers that serve children in half-day programs are not required to schedule napping periods or have napping equipment for such children. No child shall be forced to stay awake or to stay in the napping area longer than the normal napping period.”

“Resters” Children staying after 1:00 p.m. will be transitioned to Sonshine Junction for a resting period, from 1:00 – 2:15. These children will be provided a resting mat, sheet, and books to “read”, while quiet music is played. Children may bring their own blanket and stuffed animal (“resting buddy”) from home. Personal blankets and stuffed animals must be taken home at the end of each week for laundry.

### **SCHOOL HOURS OF OPERATION**

#### **LFPS**

Morning Extended Care Program:	7:00 am to 8:55 am
Preschool & Pre-Kindergarten Classes:	9:00 am to 1:00 pm
Afternoon Extended Care Program:	1:00 pm to 6:00 pm
School Year Office Hours	8:00 am to 4:00 pm
Summer Office Hours:	8:00 am to 1:00 pm

#### **FCPS**

Morning Extended Care Program:	8:00 am to 8:55 am
Preschool & Junior Kindergarten Classes:	9:00 am to 1:00 pm
Afternoon Extended Care Program:	1:00 pm to 4:00 pm
School Year Office Hours	8:00 am to 4:00 pm
Summer Office Hours:	9:00 am to 12:00 pm

### **SCHOOL POLICY CHANGES**

The School Board of Friends Christian School reserves the right at any time to alter, modify, repeal or amend any policies or to adopt new policies when believed to be in the best interest of the ministry.

## **SCHOOL READINESS**

A student, who turns five on or before September 1st, qualifies for Kindergarten yet chronological age alone is an imperfect measurement of readiness. School readiness includes a child's maturity in gross and fine motor development, visual and auditory skills as well as growth and development in language and comprehension.

In an effort to provide parents with appropriate information regarding their child's development the following plan has been initiated for children enrolled in our four year old program.

1. School readiness newsletters are regularly sent home.
2. Vision, speech and hearing screenings are available. Fees are paid by parents at the time of the screenings.
3. A developmental screening is available for all students registered for our Kindergarten program. The assessment fee is included in the Registration fee.
4. Parent meetings featuring school readiness issues are made available. Students who qualify chronologically for Kindergarten, but for who it has been determined need an extra year of developmental growth before entering school, are given the opportunity to register for our Junior Kindergarten program.

## **SHARE DAYS**

Children will be given the opportunity to bring special items from home to share with their classmates. Sharing items with the class affords children the opportunity to develop social skills and foster a strong home/school/community relationship. The classroom teacher via newsletters, calendars and Parent Board postings will announce share days and themes.

Because we are a Christian school and we want to provide a safe learning environment that focus on Jesus, the following guideline will apply to each share item/day: No weapons of any type may be brought. Share items must fall within the theme set by the classroom teacher. Each share item should be labeled with the child's first and last name and needs to be able to fit in the child's cubby.

## **SIGNING IN / OUT**

Please see Arrival and Pick-up Procedures.

## **SNACKS AND LUNCHES**

Each student is required to provide their own mid-morning and mid-afternoon snack if they are staying after 2:30 p.m. Please place the snack in the snack basket provided in each classroom. 1% milk or water will be provided by the school with morning snack, and 100% Apple Juice or water with afternoon snack. When selecting a snack please keep in mind that refrigeration for snacks is not available. If it's a snack that needs refrigeration, please pack the snack with an ice pack. In the event that a child has forgotten to bring a snack, the school will provide them with graham crackers and 1% milk or water.

“Share-a-Snack Days” and Cooking Days are planned periodically by the classroom teacher. Parent participation on these special occasions is appreciated. All other classroom snacks sent to school with your child must have prior approval by the teacher.

Food provided in lunches and snacks should be nutritious, well balanced and provide healthful choices. Please see “Nutrition for Young Children” for suggestions. If a child forgets their lunch, the school will provide them with chicken tenders, a fruit cup, and 1% milk or water.

## **SPECIAL NEEDS AND DISABILITIES**

A child who is physically, mentally or developmentally disabled will be accepted into the program if it is determined, by the Director that (1) the Preschool staff is able to meet the individual needs of the child and (2) the child would not pose a direct threat to the health or safety of any other children or staff in the program.

In compliance with the ADA (American Disability Act), State Standards, and in partnership with the parents, the staff desires to provide care that would meet the individual needs of each child with special needs enrolled in the preschool.

## **SPIRIT WEAR**

A variety of Spirit Wear items with FCS logos are available for purchase and can be worn during the school year to promote school spirit.

Spirit Wear Days for will be each Thursday and Friday and for staff and students.

## **TARDY POLICY**

Punctuality to school is an important practice that teaches young children stewardship of time, respect for others and compliance with authority. When students arrive late to

class, they interrupt instruction, require special attention from the teacher and generally disrupt the learning atmosphere. On behalf of your child, we ask that parents be punctual.

Please remember that Preschool begins at 9:00 am. The teacher begins his/her morning anticipating each student's presence. The teacher is not responsible for activities and/or projects missed because the student is tardy.

### **TUITION AND FEE SCHEDULE**

The tuition and fee schedule for the 2018–2019 school year for Preschool for both the Little Friends and Lakeview Campus are as follows:

**REGISTRATION FEE**                      \$125.00 per student; non-refundable

#### **ANNUAL TUITION**

T – TH	\$3,990
MWF	\$4,650
M – F	\$6,390
Junior Kindergarten	\$6,570

Potty Training Class for 2-year-old students:

T – TH	\$4,630
MWF	\$5,600
M – F	\$7,500

The tuition figures represent annual tuition rates and cover the class time (9:00 am – 1:00) September through June.

### **VISITORS ON CAMPUS**

Any person arriving on campus during school hours, who is not employed by the school or enrolled at the school, must check in at the office. This includes classroom volunteers, persons involved in classroom parties, those interested in observing in the classroom or on the playground, and invited guests. **Siblings are not allowed to accompany parents when volunteering at school or on the playground, due to our licensing agent and insurance carrier.**

Drop by visits are allowed to parents at anytime during the school day. Persons interested in an escorted campus tour must stop by the school office. Any person desiring to observe in a classroom must make an appointment through the school office.

The Department of Social Services Community Care Licensing requires that anyone wanting to volunteer in the classroom must meet immunization requirements and

provide documentation of the following: MMR and Dtap vaccines and a TB test done within the last year. A flu-shot is also required but may be declined by signing a document available in our preschool office. A "Statement of Good Health" must also be signed and kept on file.

The following is taken from the new regulation in Title 22, Division 12, Chapter 1:

*"A person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year." "A person may submit a written declaration that he or she has declined the influenza vaccination. This exemption only applies to the influenza vaccine." Regulation 1012169(g) states, "All personnel including the licensee, administrator, and volunteers, shall be in good health and shall be physically and mentally capable of performing assigned tasks. (3) The good physical health of each volunteer who works in the center shall be verified by: (A) A statement signed by each volunteer affirming that he/she is in good health. (B) Results of a test for tuberculosis performed not more than one year prior to or seven days after initial presence in the center."*

Teachers must not allow a student to leave school grounds during the school day without first signing out. This applies when a parent/guardian or any other person desires to take student off campus for any reason (appointment, lunch, early dismissal, etc.) For academic and philosophical reasons, no student visitors will be permitted on campus.

## **WEBSITE**

Friends Christian School's website is [www.friendschristian.org](http://www.friendschristian.org)

## **WITHDRAWAL**

If a child is to be withdrawn from school, a two-week written notification will entitle the parent to a refund of appropriate tuition monies. If no notice is given, tuition may not be refunded.

## **XYZ REMINDERS**

Make going to school a pleasurable experience.

Tell the teacher anything about your child that will help him/her understand him/her better.

Be interested in what your child brings home from school.

Read all notices sent home from the teacher or office staff.

Come to school when your child invites you for special events.

Have complete confidence in your child's teacher and let your child feel this strongly.

Never discuss the teacher, his/her playmates, the church or school negatively in the presence of your child.

Pray regularly for your child, his/her teacher and our school.