

**FIRST UNITED METHODIST CHURCH
OF UPLAND PRESCHOOL
PARENT HANDBOOK ADMISSION AGREEMENT**

2020-2021



262 N. Euclid Ave.
Upland, CA 91786
(909) 985-0255

Website: www.uplandpreschool.com

Email: preschool.fumc@verizon.net

Two, Three and Five Day
Per Week Programs

9:00 am to 12:00 pm Monday through Friday

Optional programs on hold temporarily:

7:45 am-8:45 am Early Start

11:45 pm to 12:45 pm Lunch Bunch

State Lic. #360900330



WELCOME!

I warmly welcome you to the First United Methodist Church of Upland. Our preschool seeks to provide the best in early childcare education. We have an open-door policy. Call or come in. No appointment needed.

Please note that some of the information listed below has changed due to the current COVID guidelines. A COVID amendment is included that outlines our current operational policies and supersedes some of the information listed under our normal preschool operating policies. Updates will be made and given to you as conditions change.

Sincerely,

Robin Kerber
Director

Staff

We are proud of our staff. The staff of our Preschool is loving, experienced and trained in Early Childhood Development. Our staff is fingerprinted and cleared through the US Department of Justice. The Preschool has a low student-teacher ratio because it is the belief of the Preschool Advisory Board that a caring, personal atmosphere is essential to the teaching-learning process.

Purpose

The Preschool program of the First United Methodist Church of Upland was established to provide exceptional care to children while providing opportunities for the social, physical, mental and spiritual developmental of the child.

The program is prepared to nurture and educate your child through purposeful play. Purposeful play provides opportunities for inquiry-based learning: Children explore answers to their questions through hands on interactions with materials, build their questioning skills and enhance their understanding of key academic concepts. Our Preschool is a church operated school, licensed by the State of California under Title 22 and is open to any child, provided the school can meet the needs of that child. The Preschool supports self-esteem, curiosity, cultural diversity and equal opportunity. The child must be 2 yrs. 6 months and be potty trained to be enrolled.

WHAT TIME IS SCHOOL?

Arrival and Departure (Please refer to the COVID amendment for current guidelines)

- ✓ 9:00 am to 12:00 pm. (pick up and drop off are within 15 minutes of preschool hours)
- ✓ Please bring your child to the Preschool Office each day for health check and name tag.
- ✓ You may pick him/her up at the classroom door. (remember to sign in and out)
- ✓ IF SOMEONE OTHER THAN THE PARENT COMES FOR YOUR CHILD, PLEASE NOTIFY THE TEACHER BEFOREHAND. This “new person” will be expected to show their Driver’s License prior to releasing the child. The person must be 18 years of age or older.

The time you spend with your child picking them up or dropping them off should be considered quality time. Please keep this quality time in mind by refraining from cell phone conversation to others during these brief quality moments.

Parents Sign In and Out Sheets: This is of the utmost importance for the safety and care of your child to sign your child's full name, time in, responsible full adult legible signature (over 18 years of age) and time signed out. Legally, the Preschool is not responsible for your child until your child is signed in and legally, we are responsible for your child until you have signed them out.

Please do not allow children to loiter on church property before or after Preschool hours. Please keep your Preschooler and siblings close at hand during drop off and pick up time. For general liability purposes, children are not allowed to wander the grounds at any time during Preschool hours. Join us as a team in making a deeper commitment to the overall safety of our program. This includes parents with small toddlers who will need to either hold the hand of or carry small children as they enter the classrooms. These rooms are carefully set up with age appropriate sanitized equipment and toys, which are not appropriate for babies who are not yet old enough to attend Preschool. We look forward to working with these little ones in the classrooms once they are old enough to attend and hope to keep them safe along the way. We must ask that families do not allow their children to play in the courtyard playground area on their way to and from class.

Rainy Day Schedule: The door to the Fellowship Hall on the 1st Street side of the church will be open from 8:30 to 9:00 am on a day that there is rain. You can also come through the preschool gate. Classroom doors will be open and name tags will be with the teachers. You and your child will go straight to the classroom. Remember to check in the office if your child is staying for Lunch.

WHAT IS EARLY START? (on hold)

Early Start is offered Monday thru Friday from 7:45 am to 8:45 am for \$5.00 per day flat fee for any portion of that early hour. Families can arrive early without prior notice or can call a day ahead to make sure there is availability. Families may opt to bring a nut free breakfast snack. The Preschool provides juice and 1 hour of supervised activities. Early Start is billed to your child's ProCare account.

WHAT SHOULD MY CHILD WEAR TO SCHOOL?

- ✓ Dress comfortable in easy to manage clothes for the bathroom. Closed-toed shoes are recommended, for safety on the playground equipment.
- ✓ Clothes that have straps, suspenders, and coveralls are not recommended.
- ✓ Please mark your child's name on removable items such as sweaters, rain boots, raincoats, and jackets.
- ✓ Changes of Clothes- please send a complete change of clothes with your child the first day of school. Please place your child's name on each article of clothing and place in a zip lock bag.

DISCIPLINE

- ✓ A positive approach to discipline will be used with emphasis on positive behavior.
- ✓ When a child behaves negatively, he/she will be shown positive alternatives.
- ✓ Preschool respectfully requests that all Preschool families respect our policy of no corporal punishment (no hitting or spanking) while on church grounds. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for correction of discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Preschool Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their

child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Responsibilities and considerations toward others will be emphasized.

- ✓ Repeated negative behavior may result in the child being withdrawn from that activity.
- ✓ Parents will be notified when a discipline problem persists. We need to maintain close cooperation between parents and school to work out the problem. If so serious, it may mean the parent may be called for child's dismissal from enrollment.

- ✓ Children older than 2.6 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's enrollment terminated. Each biting incident will be reviewed by the Director.

- ✓ Parents will be notified by an incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parents the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of First United Methodist Preschool of Upland cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possible resulting from the biting incident.

WHAT DOES PEANUT/TREE NUT AWARE SCHOOL MEAN?

Due to the extreme nature of allergic reactions to peanuts or products containing peanuts/tree nuts in some children, our Preschool prohibits peanuts/tree nuts and/or foods containing peanut/tree nut products on Preschool property, and/or at Preschool sponsored events. These peanut/tree nut allergies can be so severe that exposure to peanuts/tree nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling a peanut/tree nut on someone's breath or touching peanut/tree nut oil residue left on a countertop, not only from consuming peanuts or tree nut products.

Parents are responsible for providing foods that are peanut and tree nut product free for their child's lunch and/or snack. Failure to abide by this peanut /tree nut aware policy during Lunch Bunch, may result in loss of Lunch Bunch privilege. (This policy includes sharing and/or items placed on alphabet homework.) We have included for your reference a list of acceptable food items that are peanut, and tree nut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and tree nut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child.

Many foods which we do not think of as containing peanuts, or tree nut products have in fact been made in the same factories as peanut/tree nut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts/nuts." For example, Plain Chocolate M&M's have this statement on the label. Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut/tree nut products), First United Methodist Preschool of Upland does not allow homemade snacks to be served to the children.

While our Preschool appreciates and understands that parents enjoy providing homemade snacks for birthdays and holidays, however we must be mindful of the safety of all children enrolled at First United Methodist Preschool of Upland. Since First United Methodist Preschool of Upland, is a peanut/tree nut free environment, parents can purchase items to make homemade snacks and plan with the classroom teacher to make the snacks as part of a classroom lesson. This excludes "Bake Sale" goods due to a "purchase process" rather than open offering. Only First United Methodist Church Preschool of Upland utensils, bowls, and bake ware may be used to prepare these foods.

- ✓ **Peanut/Tree Nut Free Food Ideas:** We welcome families to donate snack items to the office from our list of approved items. They are approved because they meet our peanut/tree nut free policy. Do not deviate from this list with other brands. This list is precise and includes *Nabisco Oreos, Pepperidge Farm Goldfish Crackers, Motts Unsweetened Applesauce, First Street (Smart&Final) 100% Apple Juice, Mozzarella Cheese Sticks, Stater Brothers Crispy Rice cereal, Stater Brothers Toasted Oat cereal, oranges, apples, bananas.*

NUTRITION

Snacks: Nutritious mid-morning snacks are provided each day. Snack menu consists of fresh fruit, raw vegetables, cheese, crackers, popcorn, sunflower seeds, unsweetened fruit juices, 1% milk, etc.

- ✓ The allergy list will be enforced.
- ✓ We encourage children to acquire tastes for a variety of foods, but we never force them to eat anything.

SNACK TIME AT SCHOOL: Family Style:

- ✓ Snack time is a relaxed fun time with quiet conversation, which helps their social development.
- ✓ Children sit around the table and help pass snack foods, napkins and cups under the teacher's supervision.
- ✓ Children help pour juice or water from small pitchers.
- ✓ Table manners are encouraged.
- ✓ Children clean up after themselves.
- ✓ Children thank God in prayer.

WE CELEBRATE BIRTHDAY'S! (Please refer to the COVID amendment for current guidelines)

- ✓ Let your teacher know that you would like to celebrate your child's birthday. The teacher will give ideas on what to make and set up a day in class for the celebration.
- ✓ Families can arrive for birthday set up at 10:15 am for rooms 2 and 4 or 9:15 am for rooms 1 and 3 and 2:15 pm for the afternoon classes.
- ✓ You are invited to bring party favors, tablecloths, napkins, cups, etc.
- ✓ Please no candy.
- ✓ Please check classroom allergy list to accommodate special class needs
- ✓ If sending out invitations for your child's home party, please use class list and give parents invitations. (All or no distribution)

MY CHILD HAS A SHARE DAY – WHAT IS THAT? (on hold)

- ✓ If a child wants to bring a book or item relating to the curriculum, for "sharing time" from home, they are welcome to do so. We will do our best to work it into our schedule. Please label anything from home with your child's name.
- ✓ Guns, knives, and other toy weapons are NOT allowed at school. Graphics on clothing must be free of violence and weapons. Children should NOT have money at school.

WHAT IS LUNCH BUNCH? (on hold)

Lunch Bunch is offered Monday through Wednesday from 11:45 a.m. to 12:45 p.m. for \$5.00 per day. "Lunch Bunch" on Thursday and Friday includes pizza and will be offered at \$6.00. If your child would rather bring their lunch instead of having pizza, the cost is for Lunch Bunch remains \$5.00.

- ✓ No Lunch Bunch on the first Monday of the month for our staff meeting.
- ✓ The Preschool provides juice and 1 hour of supervised activities.

- ✓ Parents are to provide a box or sack lunch keeping in mind the nut free policy.
- ✓ Families notify the office at Health Check or can call the Preschool Office no later than 9:30 a.m. to be put on the Lunch Bunch list.
- ✓ Once a child is put on the Lunch Bunch list, no refunds will be made after 9:30 a.m. No Exceptions.
- ✓ Lunch Bunch is billed to your child's ProCare account.

Field Trips (on hold): Scheduled field trips will be planned during the year to follow along with planned curriculum. The field trip activity is dependent upon parent participation to be successful. You will be notified of upcoming field trips well in advance through our monthly newsletter. If the field trip requires transportation you will oversee transporting your own child. Seat belts and safety car seats are required. Car seats for children are required until the child is over 4 yrs. old and over 40 lbs.; booster seat until the child is 6 yrs. old or 60 lbs. **NO EXCEPTIONS.** When there is a walking field trip, you are welcome to accompany your child to the event. Check classroom door newsletter, bulletin boards and sign-up sheets for field trip information.

CHAPEL TIME

Chapel time is held once a month in the sanctuary of the church, here at the First United Methodist Church of Upland. Chapel is a 10-15-minute lesson on basic faith principals. God is Love. God is Good. God Loves Me. God created the World. The Director leads the children in song, stories and prayers. All age appropriate lessons.

ENROLLMENT

Enrollment Choice:

1. Two mornings a week (T-Th)
2. Three mornings a week (MWF)
3. Five mornings a week (M thru F)

Mandatory fee list:

1. Registration
2. Monthly Tuition
3. Donation to Parent Workday (10 hours or \$10.00 per hour not served; see Parent Service hour section)

REGISTRATION

An annual, non-refundable registration fee of \$100.00.

PRIORITY REGISTRATION

Priority Registration is for the child's second year of our program for the upcoming school year. It is offered in the spring for currently enrolled families. This process is done through a random lottery system. MWF children are guaranteed MWF enrollment for the upcoming school year. Monday through Friday children are guaranteed Monday through Friday enrollment. TTH children are guaranteed TTH enrollment. Any remaining openings in MWF will be offered to the TTH children through the lottery process.

WHAT ARE THE HEALTH REQUIREMENTS?

“NO SHOTS – NO SCHOOL” is now in effect in all CA schools statewide. The State of California requires a Physician's Report, preschool age immunizations and a TB Test (or wavier) for every child prior to entrance into Preschool. No child will be permitted to start school without proof of immunization against POLIO, DTaP, MMR, HIB, HEP B, and VARICELLA. On admission, the parent or guardian must show proof that the child has received the required preschool age doses of vaccine by presentation of an immunization record, signed/stamped by a physician or nurse such as the California Immunization record. A copy of this record will be kept in the student's file.

Please do not bring your child if he/she seems ill. Do not expose other children to colds and contagious diseases. Please call the office (909-985-0255) if your child is ill and cannot be in school. If a child becomes ill during the morning, he/she will be isolated immediately, and the parents are contacted to pick up the child. When he/she is ill with a cold, we request that the child home until they are completely well for 24 hours. PLEASE REPORT CONTAGIOUS DISEASES IMMEDIATELY TO THE DIRECTOR SO THAT PARENTS OF OTHER CHILDREN IN THE GROUP CAN BE ANONYMOUSLY ALERTED.

WHAT FORMS ARE REQUIRED FOR ENROLLMENT?

These forms are required for a child to attend. A folder may be picked up in the office or downloaded from our webpage. They include:

1. Emergency file card
2. Child's pre-admission Health Evaluation Physician's Report.
3. Child's pre-admission Health History Parent's Report
4. Immunization card
5. Consent for Emergency Medical Treatment
6. Identification & Emergency Information
7. Personal Rights
8. Parent's Rights
9. Parent Permissions (directory, field trip, digital, photography)
10. Family & Social History
11. Handbook Admission Agreement
12. ACH Tuition Automated Processing Form

TUITION THINGS TO KNOW

Tuition and fee schedule is printed separate from this handbook and is available for parents at any time. Please see the Preschool Office for a copy of our current fees. First United Methodist Church Preschool will notify parents at least 30 days in advance before any tuition or fee rate change.

- ✓ Monthly tuition is due the 1st of each month and considered late after the 5th. You are encouraged to use our electronic payment system at **www.myprocare.com**.
- ✓ If you choose an ACH payment, it will be drafted on the 5th of the month or the day before if the 5th falls on a non-business banking day. Please keep in mind, the date may not be a school day, but a business banking day. ACH payments are free.
- ✓ If you choose to pay with a debit or credit card, payment can be made online by visiting www.myprocare.com. A 2.5% merchant processing fee will be passed on to you and added to your payment prior to submitting it.
- ✓ As a last resort, check, cash or money orders will be accepted.
- ✓ A \$20.00 late fee after the 10th of the month (this includes prepaid installment tuition).
- ✓ A payment returned from bank due to insufficient funds will be charged a \$25 bank fee and the appropriate late fee or whichever date the payment is finally received.
- ✓ To complete the registration, we require your last installment tuition be paid first for the upcoming school year. This prepayment is due by June 1st for the upcoming fall enrollment.
- ✓ Any family who has not prepaid the last month's tuition first will be considered dropped from the upcoming Preschool year enrollment with no refund of their registration fee.
- ✓ Prepaid tuition is refundable with a 30-day notice and disenrollment form.
- ✓ A 5% discount is offered if the annual tuition is paid in full at the time of registration.
- ✓ There is a 10% discount for Church members (calendar school year only).

- ✓ Families who enroll two or more children into the Preschool program will receive a 10% tuition discount after the first child. (No discount given for the Summer Program.)
- ✓ Scholarship requests will be considered by the Preschool Advisory Board and awarded in order of need.
- ✓ Parents are requested to notify the school as soon as possible if an emergency arises which prevents them from picking up a child on time. When children are not picked up on time a \$10.00 late pickup fee will be due for each 15 minutes late.
- ✓ An extended absence due to illness for greater than three weeks shall require 50% of the tuition with a doctor's note to hold a place in class for the child. An absence due to illness of less than three weeks shall require the payment of the full tuition. An extended absence for a reason other than illness shall require full tuition.
- ✓ Families that enroll in the middle of the school year will have a prorated last month payment due within 30 days of enrollment.

Our Preschool operates on a 10-month pay period. To make it financially easier for families to pay, you have the option to pay the full annual tuition amount up front or make 10 equal monthly payments. Your monthly tuition is based on the actual costs of operating the Preschool. The budget is, of course, non-profit. No credit is given for regularly scheduled school holidays and vacation periods.

WE ARE MOVING, HOW DO I DROP FROM ENROLLMENT?

Please don't leave without saying goodbye. We truly care about each family. School changes, family moves, and life happens ~ we understand. Your child is considered enrolled until notice is given to the Director of withdrawal date; notification of withdrawal is thirty days in advance. A disenrollment form is available in the Preschool Office and must be submitted with a minimum thirty-day notice. Preschool families are eligible to receive a prorated refund for their prepaid 1st installment tuition. Parent Service hours not paid or served will be prorated 1 hour per month of enrollment and deducted from any refund.

PARENTAL INVOLVEMENT

(Please refer to the COVID amendment for current guidelines. Much of the parent involvement will be changed to an online format. More information to follow as the school year progresses)

Conferences: Conferences between parents and teachers are encouraged and can be made at any convenient time by appointment. Scheduled Parent Teacher Conferences will be arranged twice during the school year to update you on your child's progress. The children will not come to school on these days, but parents will come at scheduled appointment times.

Conflict Resolution: Our Preschool office and classroom doors are always open for you should a problem arise. If you have any concerns, please let us know immediately. We can set up a formal conference or just talk by phone. Any concern of yours, is a concern of ours. Let's work it out together.

Active Parental Involvement: A positive parent relationship with the school is important to the success of our Preschool. We encourage parents to share their special talents and interests with the children and to volunteer their assistance with field trips and parties.

Parent Meeting:

September - held during the school day for parents who would like to help with parties by becoming a Room Parent, would like to have fellowship or get involved in the school. Room Parents organize classroom parties with a sign-up sheet provided by the teacher. The Parent Service hour book is available first at this meeting.

Communication:

1. Monthly Newsletter
2. Web page www.uplandpreschool.com
3. Electronic mail for families through text message or email
4. Facebook/Instagram

WHAT ARE PARENT SERVICE HOURS?

(COVID safe information to follow as the school year progresses)

- ✓ In order to enable us to keep our fees reasonable, the Preschool will offer “Parent Workdays” or weekday options. These will go toward the 10 service hours required for each family. As a Preschool family, workdays will be a beneficial time to join with others and beautify the school campus. Check the calendar for these dates.
- ✓ There are many ways for you to serve your 10 service hours. Check the Parent Service Hour Book in the office. Options include: Washing aprons, room parent, and buying hay for bunnies to name a few.
- ✓ Parent Service Hour sign up must be completed by October 15th or within 6 weeks of enrollment. A \$10.00 per hour not served tax-deductible donation is due thereafter.
- ✓ Parent Service hours will be prorated at 1 hour per month for any new families enrolling after the start of the current school year. Any family withdrawing from the Preschool program will be assessed a 1-hour Parent Service donation for each month of enrollment that was not paid or served. All Parent Workday donation checks should be payable to “FUMCP” with a note “Facility Improvement Fund Donation” in the “memo area” of the check for tax deduction purposes.
- ✓ You gain two service hours by attending the September “Back to School Night.”

WE LOVE HOLIDAY’S AND PARADES! (on hold)

- ✓ Sign-up list if you wish to donate items for your child’s holiday party. The parents provide classroom treats.
- ✓ No candy.
- ✓ Double check class allergy list.
- ✓ You are welcome to join and watch the children in parades throughout the year. Parades are the last 15 minutes of the day and are in the main courtyard. Don’t forget your camera!

Halloween Party and Parade: October - Classroom party followed by Trick or Treat and Costume Parade in courtyard. Please no scary or threatening costumes or masks.

Thanksgiving Feast: November – Come watch the Preschool children celebrate the “First Thanksgiving”, Preschool style. Pie will be served for our families attending.

Christmas Party: December morning – Annual Christmas Program with family involvement.

Valentine Party: February – Sweetheart Breakfast and Valentine exchange, each child brings a signed Valentine for every child, do not address the Valentines.

Dad’s Day: During the school day in February.

Easter Party: Bunny parade.

Mom’s Day: During the school day in May.

PARENTS + FUMCP = TEAMWORK! (on hold)

Fundraising We have one grand fundraiser a year in October. A Trike-a-Thon. There will be many opportunities at this time for parent work hours, donations and involvement.

Permission Notes: For your child's protection, we will not allow any child to leave the Preschool with anyone other than his or her parent, unless written or verbal permission is given to us by the parent of the child. Please have new pick up people (over 18 years of age) bring Driver's License to Preschool office for I.D. by Director.

Pets: We love pets, however in consideration and respect of children who have allergies/fears of pets, we ask that families restrain their small pet/companions in carriers, on leashes or even in their arms while on Preschool grounds. Service animals are exempt from this policy.

Parking/Gate Safety: For safety reasons, it has been mandated that only Church and Preschool Staff park in the back lot off the alley, otherwise known as the Church parking lot. Preschool families have options for parking:

- ✓ on "C" Street (in front of the church)
- ✓ along 1st Avenue
- ✓ along Euclid Avenue
- ✓ or in the public parking lot on "C" Street and 1st Avenue.

The gate off of "C" Street is the designated Preschool entrance and exit. This gate has an access code which will be given at the time of registration. To ensure the safety of the children, please only share this access code with people listed on your child's emergency card.

The alley gate (off Room 1) will be locked from the outside but accessible from the inside to exit in case of emergency only (fire code). **NO PARKING IN THE ALLEY OR STAFF LOT BEHIND THE CHURCH – NO EXCEPTIONS.** Always accompany your child from your car to their classroom, notify the teacher/aide of your child's arrival, and make the teacher/aide aware of your departure. Never leave a child unattended in a vehicle at any time. The staff member will not knowingly release a child from Preschool that does not have a car seat available.

Classroom/Courtyard Safety: Please keep your Preschooler and siblings close at hand during drop off and pick up time. For general liability purposes, do not allow children to wander the grounds at any time during Preschool hours. We will do everything we possibly can to allow "safe passage" through our pre-set-up courtyard play area. Join us as a team in making a deeper commitment to the overall safety of our program. This includes parents with small toddlers who will need to either hold the hand of or carry small children as they enter the classrooms. These rooms are carefully set up with age appropriate sanitized equipment and toys, which are not appropriate for babies who are not yet old enough to attend Preschool

Parent Code of Conduct: First United Methodist Preschool of Upland requires the parents of enrolled children always, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of our Preschool is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of our Preschool but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on property thereafter. Please refer to the Policy on "Parent's Rights to Immediate Access" for additional information regarding disenrollment-enrollment of the child when a parent is prohibited from accessing Preschool property.

- ✓ All flyers, hand-outs, and letters intended for distribution on any portion of Upland First United Methodist Church or Upland First United Methodist Church Preschool property including the parking lot, courtyard, classrooms and student cubbies, must be approved in writing by the Preschool Director prior to distribution. **Preschool and Church property are considered a**

“non-solicitation zone” and parents are not allowed to sell any kind of product or merchandise to other families without written consent from the Preschool Director.

- ✓ Concerns regarding major policy issues should immediately be brought to the attention of the Preschool Director. A letter detailing issues should also be submitted at that time for distribution to and consideration by the Preschool Director or the Preschool Board.
- ✓ For the health of all First United Methodist Preschool of Upland employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of our Preschool. Parents who are smoking in their cars must dispose of the cigarette (including pipes, cigars, etc.) prior to entering the parking lot.

Photography and Social Media: Written permission from the parent(s) or the guardian is required for photographs of children for purposes outside the program, to release confidential information, or allow children to participate in research. Every effort will be taken to insure the confidentiality of each child and parent in our program. Anonymous photos of the children in a group activity are often posted on social media. The children may not have their names posted on social media without parental permission.

HEALTH

Daily Health Check: For the well-being and protection of all the children, the State of CA requires a physical inspection of health for each child daily. Please bring your child to the Preschool Office each day for Health Check and their nametag. Each child will be given a quick check up upon arrival. If any of the symptoms described in the illness section are evident, the parent will be advised to take the child home.

Illness: We make every effort to protect the health and safety of the children. We need cooperation from parents in helping prevent the spread of communicable diseases. For the protection of your child as well as others, please keep your child home if he/she has such symptoms: running nose, coughing, vomiting, nausea, headache, earache, ear discharge, abdominal pain, diarrhea, sore throat, skin rash, inflamed eyes, enlarged glands, mouth ulcers or fever. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum.

Injuries: Injuries will be reported by the teacher through a handwritten “Ouch Report” given to the parents at pick up time. If the injury appears of a serious nature, parents will be notified immediately. If they are not available, we will notify the person on the emergency information form and proceed from there. If no one can be reached and doctor’s attention is warranted, the child will be taken to San Antonio Community Hospital.

Health Report: If it necessary for your child to be absent from school, please call us. Notices will be sent home whenever exposed to a contagious disease.

Medication: Under no circumstances will non-prescribed medication be administered to your child. Our staff is trained in Red Cross First Aid and CPR for children. Prescribed medications, EpiPen’s and inhalers must be in the original container with instructions and child’s name on the label. A separate form for each medication must be filled out in the Preschool Office. Lip-gloss, makeup, sunscreen and Chap Stick are not permitted in the classroom.

WHAT IS OUR DISASTER POLICY AND OTHER THINGS TO KNOW?

Staff members are required to follow their pre-established emergency job assignments. Emergency job assignments are posted in every classroom and on Preschool office emergency clipboard. Please make sure the office has a current contact number with text ability for emergency notifications. State mandated emergency plans for our facility are in the preschool office should you have any concerns and would like to view them.

Fire Drill: Classes are to follow fire drill escape routes posted at each exit of classroom. Classes will meet on “C” street sidewalk and wait for further instructions. Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is during a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Earthquake: In classroom – Staff and children will assume a duck, cover and hold position under tables and/or against designated walls. Once shaking stops, staff shall survey area and lead children to either safety circle in Fellowship Courtyard or public parking lot. Located on East Side of 1st street directly in line with E and West section of alleyway. Earthquake barrels are on site.

Campus Lockdown Procedure: Should there be a threat, the teachers or assistants will comfort the children and remind them that they are safe and loved. Classes will use same exit route (as safety allows) as a Fire Drill and shall assemble at 1st Ave. sidewalk and evacuate to Upland City Hall and Public Library courtyard until Fire Department or Police gives “All Clear” signal. You will be contacted as soon as possible to arrange for pickup of your child. Please make sure your child’s emergency card is updated for changes. If names or phone numbers need to be added or deleted, please do this as soon as you can. We will NOT release your child to someone who is not on your emergency card. Staff members are required to follow their pre-established emergency job assignments. Emergency job assignments are posted in every classroom and on our Preschool office emergency clipboard. All staff members are required to be fully certified in Cardiopulmonary Resuscitation and Emergency Cardiac Care by the American Heart and Lung or American Red Cross.

Emergency School Closure: Emergency school closure will be at the discretion of the Director when it is determined that the health, safety and welfare of the children is compromised due to the following conditions: Loss of power, heat, telephone, inclement weather conditions, pandemic or disaster. Tuition refunds will not be granted for less than two (2) consecutive weeks of school closure. The Preschool Board if necessary, will consider refunds.

Child Abuse: This school believes child abuse is mistreatment or neglect of a child by any parent(s) or other guardian, whether intentional or not, that results in injury or harm to the child. This includes physical abuse, emotional abuse, verbal abuse, sexual abuse or neglect. As such, we are vehemently opposed to such treatment and will comply with the Mandatory State Reporting Law that requires us to report any SUSPECTED cases of child abuse within 36 hours. Our goal is to protect each child we meet, as well as offer viable parenting information to parents to prevent such a problem from occurring or re-occurring. We want to be here for you as a friend, to offer help and support, BUT WE DO HAVE A LEGAL RESPONSIBILITY TO REPORT ANY SUSPECTED CASE. (Also see “Inspection Authority”)

CONFIDENTIALITY OF RECORDS All information and records obtained from or regarding our child(ren) shall be confidential. The Center will be responsible for safeguarding the confidentiality of record contents. All children’s records shall be available to State licensing to inspect, audit, and copy upon demand during normal business hours. All children’s records shall be kept for at least three years following termination of service to the child.

Inspection Authority: The Department of Social Services or its representative shall have the authority to interview students and staff and to inspect and audit facility records without prior consent. Said Department, or its representatives, shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine a child. Licensing reports are available for public review.

COVID AMMENDMENT POLICIES

Mandated changes for our campus due to the COVID Pandemic

First United Methodist Supplement to our 20-21 Parent Handbook

Due to the new guidelines from the Department of Social Services there have been changes to our program and policies. This supplement outlines the new changes to our classrooms and Preschool campus. This supplement supersedes our Parent Handbook 20/21. As the school year progresses, policies and standards will change, and you will be updated immediately via ProCare. For the fall session, these are the changes that are required at this time. **Dropping off your child to preschool is an agreement to these policies.**

Arrival and Departure

There is no Early Start or Lunch Bunch until future notice.

Our classroom hours are from 9:00 a.m. – 12:00 p.m.

Drop off time is between 8:45 am to 9:00 am and Pick up time is between 12:00 to 12:15 pm.

The campus will be secured after these hours and you would need to call the office for special entry access.

- ✓ Our classrooms are reduced to 10 children per classroom.
- ✓ The children will have clear outlines in their room to understand safe social distancing. The teacher and a teacher's assistant are the only staff members present at all times for that classroom.
- ✓ The teacher and teacher's assistant will wear masks. The children do not need to wear masks. A child is ok to wear a mask in the classroom if the parent wishes.
- ✓ No aprons will be worn in the classroom in an effort to prevent shared illness.

State Mandated Entry and Visitation Procedures

- ✓ The State has mandated that only staff and children be permitted to enter the school campus.
- ✓ All drop off and pick up should be as brief as possible to avoid unnecessary contact.
- ✓ For drop off and pick up, you will meet your teacher or assistant at the parent gate at C Street.
- ✓ Anyone over 5 years of age is required to have a mask during drop off and pick up. This includes all areas of waiting inside and outside the church grounds. Masks can be provided if you do not have one.
- ✓ You and your child will have a temperature screening per CA DSS Pin 20-06. Your child's temperature will be recorded, and their hands sanitized prior to entering the campus. The State requires you to bring your own pen to sign in your child. The assistant will then escort your child to the classroom where the teacher will be waiting.
- ✓ All families will have their own sign in and sign out sheet. A clipboard with your own sheet will be used to sign in/out each day.
- ✓ If a child, family member or staff member has a temperature reading above 100.4 the child will be excluded from attending school.
- ✓ If you need to access your child for early release, we will escort your child to you at the gate for easy pick up.

Classroom & Campus Safety

Our classrooms will be sanitized multiple times each day. Sanitation stations will be in the classroom and courtyard.

The bathrooms will have dividers so that two classrooms do not mix. The idea is to keep these 10 children and their staff apart from any sharing of potential germs. The classroom will be sanitized daily.

There is no outside food, backpacks or toys permitted in the classroom.

If your family travels outside of the US, you may not return to school for 14 days.

Group Activities

All program activities have been put on hold until the State deems it safe to gather. This includes Back to School Night, holiday functions, and parent/teacher conferences as well as other whole school events. Some of these events will be given in an online format and future updates will be sent.

Due to the inability of allowing parents on campus, Parent Service hours have been restructured. You may purchase gift cards for the following stores: Lakeshore, Smart n Final, Vons, PetSmart or Target. If you are interested in being a Room Parent online representative for the classroom, please let the office know. Your family is responsible for \$100 per school year of Parent Service hours. As always, you can process a tax-deductible donation through your tuition account to cover this responsibility.

Illness

If your child should become ill during the school day, they will be separated from the class and moved to the Preschool office. You will be called immediately. You will call when you arrive at the pick-up gate and we will transport your child to you. For an illness other than COVID19, your child may not return to school for 3 days. Your child does not need a doctor's note to return.

If the child or family member is diagnosed with COVID19, the child will not be allowed to return to school for 14 days. Further information can be found on CA DSS PIN 20-04. If COVID becomes present in the classroom, a note will be sent home with your child in compliance with HIPAA regulations. A COVID child will need a doctor's note to return to school. No tuition refunds for periods of 2 weeks or less will be given for illness. Extended illness will refer to our Parent Handbook 20/21 policy.

Prepaid Tuition

With our start date of school attendance one month earlier this year, the first payment of tuition is due July 1, 2020. This payment is your last payment paid first and covers May 2021 tuition. Your next tuition payment will be due August 1, 2020 and every month thereafter through April 1, 2021. Tuition is considered late after the 5th and fees will incur. See the Parent Handbook for further details. ACH families will draft on July 3rd due to the holiday.

School Closure

If a school closure should happen, the tuition paid will roll over to future tuition due for the return of school. Accounts will be adjusted on ProCare to prorate the actual in classroom tuition used. Classes will go to an online format and information will follow. Your prepaid tuition will offset the costs associated with having an online format such as teacher salaries and sanitation. No tuition refunds will be offered for COVID related school closures.

Preschool policies are subject to change with thirty (30) days written notice.

Adopted 8/4/20

PLEASE SIGN AND RETURN AFTER VIEWING ONLINE HANDBOOK

I have read the Admission Handbook & COVID Agreement 20-21 online at www.uplandpreschool.com (under the enrollment tab, child's enrollment packet). I agree to abide by any First United Methodist Church Preschool policies and regulations in accordance to Title 22, of the California Administrative Code.

Date _____

Parent Signature or guardian

Parent name (print please)

Date _____

Parent Signature or guardian

Parent name (print please)

Please read our tuition policy and initial below:

_____ I understand that my 1st installment tuition is required to complete the final phase of registration and a prorated portion is only refundable with a disenrollment form. I also understand that if I have not prepaid my 1st installment tuition by June 1, 2020, I will be considered dropped from the 20-21 Preschool year enrollment. The annual tuition is divided into 10 individual payments. This is to make it financially easier for families to pay, and I have the option to pay the full annual tuition amount up front or make 10 equal monthly payments.