

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

**2024-2025**



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

Website: [www.uplandpreschool.com](http://www.uplandpreschool.com)

Email: [preschool.fumc@gmail.com](mailto:preschool.fumc@gmail.com)

Two, Three and Five Day  
Per Week Programs

Optional program:  
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.

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. Children must attend in underwear, no pull up diapers or training pants are permitted.

### **STATE MANDATED ENTRY, PICK UP AND VISITATION PROCEDURES**

- ✓ Our 3-hour program classroom hours are from 8:45 a.m. – 11:45 a.m. with drop off at 8:45 a.m. and pick up at 11:45 a.m.
- ✓ 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 10 minutes late.
- ✓ Please bring your child through the Parent Gate (gate located in courtyard off C Street) for health check.
- ✓ Pick up is 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.
- ✓ Masks are optional and a preschooler may wear a mask if the parent wishes.
- ✓ 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.

- ✓ If you need to access your child for early release, we will escort your child to you at the gate for easy pick up.

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

- ✓ Our classrooms enroll 15 children with 2 teachers per classroom.

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.

### **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 on the first day of school. Please place your child's name on each article of clothing and place it 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 parent 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. A snack menu is posted on our website and 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!**

- ✓ 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.

### **WHAT IS LUNCH BUNCH?**

Lunch Bunch is offered in your child's classroom on Monday through Thursday from 11:45 a.m. to 12:45 p.m. for \$10.00 per day.

- ✓ 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 10 minutes late.
- ✓ 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.
- ✓ Let the office know your child is staying for Lunch Bunch at morning drop off or you can call the Preschool Office by 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:** Scheduled field trips will be planned during the year to follow along with the 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 principles. 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. Annual Parent Service Hour donation of 10 hours or \$100 to help our facility purchase much needed supplies for each child in the classroom. (See Parent Service Hour section)

## REGISTRATION

An annual, non-refundable registration fee of \$125.00.

### 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. Priority Registration fee is \$100. This process is done through a random lottery system. MWF children have priority for MWF enrollment for the upcoming school year. Monday through Friday children have priority for Monday through Friday enrollment. TTH children have priority for 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 waiver) 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.

### IMMUNIZATION POLICY

Immunizations needed before starting preschool and at each age checkpoint after entry:

<b>AGE WHEN ADMITTED</b>	<b>TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION</b>
2 through 3 Months	1 Polio 1 DTaP 1 Hep B 1 Hib
4 through 5 Months	2 Polio 2 DTaP 2 Hep B 2Hib
6 through 14 Months	2 Polio 3 DTaP 2 Hep B 2 Hib
15 through 17 Months	3 Polio 3 DTaP 2 Hep B 1 Varicella
	On or after 1st birthday: 1 Hib* 1 MMR
18 months through 5 years	3 Polio 4 DTaP 3 Hep B 1 Varicella
	On or after 1st birthday: 1 Hib* 1 MMR

### CONDITIONAL ADMISSION SCHEDULE FOR PRE-KINDERGARTEN POLICY

Children who have received some but not all required immunization doses and are NOT CURRENTLY DUE for any doses at the time of admission. These students should NOT be admitted until they receive all doses that are currently due because the period of time allowed before exclusion has passed (see “exclude if not given by” column in Tables C or D, 17 CCR section 6035). If additional required doses are due later, the children may be admitted conditionally.

## CONDITIONAL IMMUNIZATION TABLE C:

DOSE	Earliest Dose May be Given	Exclude if not Given by
Polio #2	4 weeks after 1st dose	8 weeks after 1st dose
Polio #3	4 weeks after 2nd dose	12 months after 2nd dose
DTaP #2, #3	4 weeks after previous dose	8 weeks after previous dose
DTaP #4	6 months after 3rd dose	12 months after 3rd dose
Hib #2	4 weeks after 1st dose	8 weeks after 1st dose
Hep B #2	4 weeks after 1st dose	8 weeks after 1st dose
Hep B #3	8 weeks after 2nd dose	12 months after 2nd dose and at least 4 months after 1st do
MMR #2	4 weeks after 1st dose	4 months after 1st dose
Varicella #2	Age less than 13 years: 3 months after 1st dose	4 months after 1st dose

### **COMPLETE IMMUNIZATION EXEMPTION POLICY**

Under Senate Bills (SB) 276 and SB 714 (Pan, 2019), all new medical exemptions for school and childcare entry must be issued through CAIR-ME beginning January 1, 2021. Medical exemptions can only be issued by MDs or DOs licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP), and American Academy of Pediatrics (AAP) criteria. Starting January 1, 2021, all new medical exemptions for school and childcare entry must be issued through CAIR-ME. Parents and physicians can register and create an account in CAIR-ME at any time. Once registered, parents can log in to CAIR-ME to request a medical exemption. Parents take the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the two-page form and provides a copy to the parents to give to their child's school or childcare facility.

To request a medical exemption for your child, the first step is to register for a CAIR-ME account at <https://cair.cdph.ca.gov/exemptions/home>. Next, log in to your account and complete the required fields to request an exemption. The site will give you a Medical Exemption Request Number to give to your child's doctor. The doctor can register for an account in CAIR-ME, log in, search for the medical exemption request number or your child's name, enter the required information, and issue the exemption. The doctor will give you a copy of the two-page medical exemption form for you to take to your child's school or childcare facility.

### **ILLNESS**

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 stay home until they are completely well for 3 days. 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**

Our Preschool operates on an annual tuition plan. To make it financially easier for families to pay, you have the option to pay the full annual tuition amount up front or make equal monthly installment payments. Enrollment that is started mid month will have tuition prorated for the period of enrollment only. Monthly tuition installment amounts are based on the actual costs of operating the Preschool. No credit is given for regularly scheduled school holidays and break periods.

A tuition and fee schedule is printed separate in our brochure and is also available on our website under "Program and Hours". First United Methodist Church Preschool will notify parents at least 30 days in advance before any tuition or fee rate change.

- ✓ Tuition installments are due on the 1<sup>st</sup> of the month. You are encouraged to use our Automatic Payment system by filling in the ACH form. ACH payments are automatically drafted on the 1<sup>st</sup> of the month or the day before if it 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 have a 1% processing fee.
- ✓ If you choose to pay with a debit or credit card, payment can be made by visiting the preschool office. A 3.5% merchant processing fee will be passed on to you and added to your payment prior to submitting it.
- ✓ As a last option, check, cash or money orders will be accepted.
- ✓ A \$20.00 late fee after the 5<sup>th</sup> of the month.
- ✓ 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.
- ✓ 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.
- ✓ 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.

### **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 2 weeks in advance. A disenrollment form is available in the Preschool Office and must be submitted with a minimum 2-week notice. Parent Service hours not paid or served will be prorated 1 hour per month of enrollment and deducted from any refund.

### **PARENTAL INVOLVEMENT**

**Class Dojo**: An invitation will be sent to each family upon enrollment to communicate with the teacher and school for this online communication tool.



**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.

**Conflict Resolution:** Our Preschool office and teaching staff are always available 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.

**Communication:**

1. Monthly Newsletter
2. Class Dojo
2. Web page [www.uplandpreschool.com](http://www.uplandpreschool.com)
3. Electronic mail for families through text message or email
4. Facebook/Instagram

**WHAT ARE PARENT SERVICE HOURS?**

- ✓ 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.
- ✓ You can also donate \$10 for each Parent Service hour due; \$10 = 1 Parent Service hour
- ✓ 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."

**HOLIDAYS**

We love having parties and parades. Here is a little of what to expect:

- ✓ **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!**

**Fundraising:** We will periodically have a family night at a local restaurant. Join us as a percentage comes back to our school. Other fundraising opportunities will come out during the school year.

**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 premises.

**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 made 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. 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 greater than 100.4 may not return to the program until they are fever free, without fever reducing medication for 24 hours of wellness. If your child is sent home due to a fever, he/she is not permitted to return until 24 hours of wellness are present.

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. Per the CA DSS, if your child becomes ill (sore throat, fever, cold, flu, diarrhea, etc.) you will need have to have 24 hours of wellness, without any symptoms and of course no medication, to return to school after the illness seems to have passed. In other words, if your child was sick for multiple days, your child needs 24 additional hours without symptoms to return to school.

If the child or family member is diagnosed with COVID19, the child will not be allowed to return to school for 5 days. The day count begins as day zero being the first day of symptoms or a positive COVID test. If COVID becomes present in the classroom, a courtesy note will be sent home with your child in compliance with HIPAA regulations. No tuition refunds will be given for COVID related absences.

**Injuries:** Injuries will be reported by the teacher and an “Ouch Report” will be texted to the parent. 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 is 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 the 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.

### **Classroom & Campus Safety**

Our classrooms are sanitized multiple times each day. This is to keep these children and their staff apart from any sharing of potential germs. The classroom will be disinfected daily.

There is no outside food, backpacks or toys permitted in the classroom, with the exception of a spare set of clothes for your child in a Ziploc bag. If your family travels outside of the US, you may not return to school for 14 days.

### **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 the East Side of 1<sup>st</sup> 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 the same exit route (as safety allows) as a Fire Drill and shall assemble at 1<sup>st</sup> 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.

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 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.

**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.

**PLEASE SIGN AND RETURN AFTER VIEWING ONLINE HANDBOOK**

I have viewed online and fully understood all provisions of the Admission Handbook Agreement 24/25 that is posted online at [www.uplandpreschool.com](http://www.uplandpreschool.com).

On my behalf, and on the behalf of my child(ren), I freely and knowingly assume the risk and waive my/our rights concerning liability as described above.

I agree to abide by the First United Methodist Church Preschool policies and regulations in accordance to Title 22, of the California Administrative Code. This handbook is subject to change based on CA DSS regulations. A notification of handbook amendments will be sent to families by email.

Date \_\_\_\_\_

\_\_\_\_\_  
Parent Signature or guardian

\_\_\_\_\_  
Parent name (print please)

Date \_\_\_\_\_

\_\_\_\_\_  
Parent Signature or guardian

\_\_\_\_\_  
Parent name (print please)