



# PARENT- STUDENT HANDBOOK 2024-2025



SOUTHLANDS CHRISTIAN SCHOOLS

# PRESCHOOL



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### A MESSAGE FROM THE DIRECTOR

Dear Parents,

We welcome you and your child to Southlands Christian Preschool! We are pleased to announce that we are fully accredited by ACSI. The Accreditation represents hard work on the part of both administration and the entire staff. Our teachers have demonstrated that they are very experienced working in this environment and also qualified teachers in Early Childhood Education. We believe that open communication and collaboration between parents and our staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship with you and your child. At SCP we believe that each child is "fearfully and wonderfully made" (Psalm 139:14). It is our desire to provide a nurturing environment filled with warmth and encouragement instilling in our students that they are the children of the One True King-God; that they are beautifully created, loved, equipped, and empowered to influence the world for Christ. We as a staff are dedicated to serving and loving your family as well as providing the best possible atmosphere for learning and growing.

In His Service,  
Lorraine Smith

**"Our mission is to educate students  
in excellence and integrity, to lead and impact  
society by fulfilling their destiny  
for the glory of God."**

## OUR PHILOSOPHY

Our program is tailored to providing intentional opportunities to promote child development. We do this through hands-on activities, centers, music, movement, small group instruction and purposeful play. Our focus is on whole child growth. We accomplish this by addressing the following five learning domains in all our lessons.

COGNITIVE    EMOTIONAL    SOCIAL    SPIRITUAL    PHYSICAL

We believe that by providing a solid foundation and partnering with parents to spiritually, socially/emotionally, physically and cognitively prepare children for school readiness and the plan God has for their life.

## ABOUT BRIGHTWHEEL

BrightWheel is a great form of communication between parents and teachers. You will receive photos and daily updates each afternoon. The first day of school, you will be given an invite to join our school on BrightWheel. Additional friends and family can be added to your account through the contact list portal. Parents can also notify their child's teacher through the app to inform them of absences, or changes in schedule.

## PRESCHOOL SECURITY

At SCP we continually strive to offer a safe and pleasant environment. Our school is equipped with on site cameras and security personnel that observes, inspects and serves our school community throughout the entire day. In addition, parents are given a code to open the Preschool gate.

## PRESCHOOL NEWS

In order for us to run a successful academic program, our students must be in a distraction free environment during our academic time (8:30am-9:15am). All students should be signed in before 8:30am or after 9:15am.

# DAILY SCHEDULE

- 6:30-8:00am** Greet Children/ Morning Activities- In Opening Room
- 8:00-8:30am** Purposeful Play Centers  
(Fridays Only- Morning Outside Assembly: Prayer/Praise/  
Worship/Flag Salute)
- 8:30-9:15am** Academic Readiness Time
- 9:15-9:30am** Prayer/Snack
- 9:30-10:00am** Recess "A" Rooms/ Bible Time
- 10:00-10:30am** Recess "B" Rooms / Bible Time
- 10:30-11:00am** Enrichment Classes (all classes except 2 year olds)  
(Spanish, Music, Library, Sign Language)
- 11:00-11:45pm** Developmental Centers/ Arts & Crafts/ Cooking/ Science
- 11:45-12:30pm** Lunch
- 12:30-12:45pm** Potty & Wash Up
- 12:45-2:45pm** Rest/Nap Time
- 2:30-3:00pm** Writing Skills (4 year old class only)
- 2:45-3:00pm** Transition Time

## Extended Day Care Begins at 3:00pm

- 3:00-3:15pm** Song/Story
- 3:15-3:30pm** Snack
- 3:30-4:00pm** Mondays: Chinese Class / STEAM Activities
- 4:00-5:00pm** Outdoor Play Activities
- 5:00-6:00pm** Potty & Wash Up/ Inside Activities in Closing Room

\*10:00am Chapel Day on Mondays

\*2 year olds' schedule subject to change

\*Outside activities subject to change according to weather

## SIGNING IN & OUT PROCEDURES

- Failure to sign a child in or out will result in a \$10.00 charge
- In order for another person to pick up your child, they must be added to the emergency form
- Please check the file folder located below the parent wall, daily, for student work to go home
- Please be mindful of keeping your child's cubby free of clutter, extra jackets and toys
- Please provide your child breakfast, PRIOR to entering their classrooms

## TUITION PAYMENTS

**Registration Fee:** \$250

**Monthly Tuition:** Half Day (12:30pm pick up) \$925

Full Day (6:30am-3:00pm) \$1,050

Extended Day (6:30am-6:00pm) \$1,150

- There is an additional \$100 charge for non-potty trained children.
- **Tuition is due the 1st of each month.**
  - Tuition is considered late as of the 2nd of each month. A **late fee of \$50** will be applied.
  - On the 15th of every month, families will receive a past-due notice.
  - By the 30th of the month, the student will not be allowed to return unless the balance is paid in full.
- You may pay tuition at the preschool office or through the monthly link sent by the accounting office (Please note, if you do not receive an invoice by the 1st, please come into the preschool office to make a payment to avoid a late fee)
- Tuition is prorated the month that the child begins school
- We require at least 2 weeks notice when switching to and from Full Day/ Extended Day

## WITHDRAWAL PROCEDURES

- We require at least 1 week advanced notice in writing before you plan to withdraw your child.
- There will be no prorated tuition for the months of December or May, if you choose to withdraw your child during these months.
- The week begins the day that the office receives your withdrawal form.
- You will be charged for two week's tuition (10 days) if no notice is given.

## HOT LUNCH PROGRAM

- Our hot lunch/cafeteria company is called Bevaris. They offer well balanced and nutritious foods made on campus and delivered to your child's classroom.
- Orders can be placed online the evening before 9:00pm

## DAILY SNACKS

- As a part of tuition, your child will be provided with 2 healthy snacks a day (9:15 am & 3:15 pm)
- 1% milk is provided, but students with allergies may bring non dairy milk that we will serve and store
- Snack menus are posted to view on the parent info board in every classroom

\*Children with allergies may bring alternative snacks

## LUNCH

- Students may bring a lunch from home. Please provide healthy foods. No candy please.  
*\*Sample lunch from home:  
Protein/Grains (Meat, beans, bread)  
Fresh fruit/vegetable side (carrot sticks, apple slices)  
100% Juice*
- Microwaves are available in each classroom, but please be mindful of the time it takes to warm up certain foods (NO microwavable Mac & Cheese please)
- If you forget to bring a lunch, the school will provide your child with one emergency lunch and bill you \$10.00 (**Only two emergency lunches per month**)

We are a NUT FREE Preschool.  
Please do not bring any food items  
that contain nuts.

# ILLNESS POLICIES & PROCEDURES

## DAILY HEALTH SCREENING

We are very concerned about the health of your child as well as that of other children in our care. The State Department of Health and Welfare requires a physical examination and verification of immunizations upon enrollment.

Please do not bring your child if he/she seems ill. Please examine your child each day before bringing him/her to school. You know your child best. Please watch for any unusual behaviors such as lack of appetite, headaches, crankiness, overly tired, etc. This may be the beginning of an illness. Each day our staff will ensure that each child is healthy enough to stay at school by doing a quick health inspection. Additional attention will be given to those children who have been absent because of an illness or have been exposed to a contagious disease. The adult bringing the child to the center shall remain until the child is accepted. If your child has been ill during the night, you will save time and stress by keeping him/her home. Please do not expose other children to colds and contagious diseases. If your child is not well enough to go outside he/she is not well enough to be at school. A child who becomes ill during the day will be isolated. Parents will be notified and expected to come or arrange for someone else to come immediately for their child. If a parent cannot be reached, another adult on the child's Emergency Form will be called.

## MEDICATIONS

- All prescribed or non prescribed medication must have written authorization from the child's doctor.
- When bringing any medications to school, please attach the completed Medications Permit, along with the doctor's note and bring to the office.
- Please note that sunscreen and diaper cream are considered to be medications and must be accompanied by the permit and doctor's note as well.

# GUIDELINES FOR EXCLUDING A CHILD FROM SCHOOL

Certain symptoms may suggest the presence of a communicable disease. Children who have the following symptoms should be kept home for 24 hours or until symptoms disappear

(In some cases a doctor's note will be required)

- **FEVER** - axillary or oral temperature of 100.4 or higher
- **RESPIRATORY SYMPTOMS**— Difficulty or rapid breathing, severe coughing; child makes a high pitched croupy or whooping sound after he coughs. The child is unable to lie down comfortably due to continuous cough.
- **DIARRHEA**– An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **VOMITING**– If child has been vomiting within the past 24 hours
- **EYE/NOSE**— Child appears to have Pink eye or swelling in the eyes. Thick mucus or pus draining from the eye or nose
- **SORE THROAT**— Sore throat especially when accompanied with swollen glands, fever or signs of hand, foot & mouth disease.
- **SKIN PROBLEMS**— **RASH/SCABIES** Skin rashes undiagnosed or contagious. Infected sores with crusty or yellow drainage. Signs of hand, foot & mouth disease.
- **ITCHING**—Persistent itching (or scratching) of body or scalp
- **LICE**– Any and all signs
- **PAIN**— Persistent pain in any area of the body
- **APPEARANCE/BEHAVIOR/UNUSUAL COLOR**—Child looks or acts differently: unusually tired, pale, flushed, lacking appetite, confused, irritable, and difficult to awaken. Yellowed eyes or skin; stool—grey or white— urine-dark, tea colored; these symptoms can be found in Hepatitis and should be evaluated by a physician
- **Covid 19**–If your child tests positive for Covid-19, your child must stay home from school for the period of time determined by the County Department of Public Health

Since enrollment is limited by state regulations and the expenses continue regardless of attendance, there is no credit given for absences due to illness.



# ACCIDENT POLICY/AUTHORIZATIONS

**Minor Injuries:** Will be treated by staff with normal first aid procedures. All staff are trained to administer basic first aid. Parents will be informed of all injuries through an Accident/Illness report form.

**Serious Injury/Illness:** If a serious injury/illness occurs that requires emergency medical aid the procedure will be as follows:

1. Every attempt will be made to notify the parent at once. 9-1-1 will be called to administer additional first aid and to possibly transport the injured child to the closest Hospital or other health facility as deemed appropriate.
2. In the event of a serious emergency it is conceivable that a child may have to be sent to a hospital for emergency care before a parent can be reached.
3. If a child is transported to a hospital a Southlands staff person will accompany the child and stay with them until the parents arrive.

**Incident Reports:** Parents will receive a written accident report and phone call for any accident. A copy of the report will be kept in SCP files. If the accident requires a trip to see your child's doctor, dentist or hospital, you must notify your classroom teacher within 24 hours so that we can notify Community Care Licensing.

# BIRTHDAY POLICY

We as a preschool look forward to celebrating your child's special day. If you would like to participate, you may send a nut free birthday treat to school for the children in your child's class. Please check with your child's teacher for any other student allergies. The celebrating of your child's birthday will be held during snack time (9:30 am). If scheduled ahead of time, a lunchtime party can also be planned.

Please note our party policies:

- Cupcakes or mini donuts are preferred over cake
- No soda or red punch; if you wish to send a drink, please send milk or 100% fruit juice
- Plates, cups, napkins, forks or spoons need to be provided
- You may also bring goodie bags or a small treat to send home
- *For the safety of our children, please no hard candy in goodie bags*

Please notify your child's teacher if you are planning to have a party at school as we often have multiple children with the same birthdays.

# NAPPING PROCEDURES

Napping is an important part of the preschool day. It allows children's brains the opportunity to re-boot and process information learned. Our teachers work hard to create a calming and peaceful environment for all nappers.

- Naptime is from 1:00 pm-3:00 pm everyday.
- Students are assigned their own private cot for sleeping.
- A new cot sheet will be issued on the first day of school. A note will go home if and when it needs to be replaced.
- Sheets will be sent home every Friday along with the blanket and pillow to be washed.
- Napping supplies must be returned every Monday. If forgotten, a loaner sheet can be rented for \$2 per day.

## **Parents, please provide every Monday:**

1. Small blanket
2. Small pillow (optional)
3. One large pillow case (to carry blanket, pillow and sheet in-NO BAGS PLEASE)

\*All items must be labeled with your child's name

# EMERGENCY DROP-OFF

In the event that emergency childcare is needed on a school day other than the schedule that the student is currently registered for, parents may enroll their child at a \$50 daily rate, subject to availability. Approval must be obtained in advance to drop-off by calling Southlands Preschool office to determine that availability exists and to receive authorization.

## HOLIDAYS/NO SCHOOL

The school will be closed on the following holidays:

**Labor Day**

**Independence Day**

**Martin Luther King Jr Day**

**Veterans Day**

**President's Day**

**Thanksgiving Day and the day after**

**Good Friday**

**Christmas Eve to New Year's Day**

*(Subject to change based on the calendar.)*

**Memorial Day**

Preschool will also be closed the following days:

- One week in fall before school starts for staff orientation and prep days
- Last two days of school for summer prep

At times, we will need to close early. Ex: Christmas Musical, or the day before a holiday break.

Refer to the current yearly calendar for actual dates. (No credit will be given for holidays or days the school is closed. The monthly tuition is based on a yearly budget with holidays and school breaks included).

## VACATION POLICY

Due to the progression of our developmental curriculum and strict adherence to Title 22 staffing ratios, no discounts or refunds will be given for vacations taken throughout the program year. All other holiday closures (including Christmas break) are factored into the regular tuition. Due to state ratios and staffing, days absent may not be made up on other calendar days.

# GUIDANCE POLICY

The following are examples of behavior guidance techniques. Because each child is unique, there is no one style that will work uniformly with all children. Our teachers are committed to these procedures:

1. Show love for the child with eye contact, physical hugs, and focused attention by spending individualized time with the child.
2. Know the age characteristics of children; some behavior may be typical of a stage that children are going through.
3. Communicate respectfully with the children by listening to their feelings and talking with them as valued individuals.
4. Praise desirable behavior.
5. Extinguish unacceptable behavior by stating your expectations beforehand, keeping in mind the development age of each individual child. Remind the child of the acceptable behavior without focusing on the negative.
6. Remind the child of consequences of undesirable behavior—such as the “thinking spot”, loss of privileges, redirecting, a note or phone call home.
7. When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a Brightwheel note will be sent explaining the problem or a phone call will be made to the parent.
8. If a child becomes a frequent discipline problem, a teacher/director conference will be arranged. If behavior continues and does not improve, suspension or a withdrawal may be considered.

# BITING POLICY

## BITING POLICY

Although it is not uncommon for young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort the child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, the parents will be contacted immediately. However, if the bite is superficial, and the child has returned to play, then both sets of parents will be advised of the incident through BrightWheel.

When a child bites, it is generally for one of the following reasons:

- Out of curiosity – “what will happen if I.....ouch!”

Out of ownership – trying to get something from another child.....ouch!

In the instance that a child bites, the teachers will try to determine which type of biting scenario has taken place. Then, they will closely monitor the situation, hoping to intercept the next “need to bite” – accompanied by a stern “NO”. Language is the child's tool of choice, with “No!” and “Mine!” being used most frequently. These verbal warnings alert the teachers that it may be time to intervene, and redirect the playmates involved in another direction. If biting occurs, the policy of Southlands Christian Preschool is as follows:

- **1st offense** – The child who bites will quickly be placed in the “thinking spot”, while the teacher comforts the child who has been bitten and attends to cleaning the bite. Then, the teacher will return to the “Thinking Spot” and speak with the offending child about what has happened. The child is reminded that teeth are for eating food & smiling, not for biting. Both sets of parents will be informed of the incident.
- **2nd offense** – The child's parents will be asked to keep their child at home for one day, and focus on helping the child understand that biting is unacceptable.
- **3rd offense** – The Preschool director will determine whether the next step will be further time at home, or removal from the program for the remainder of the school year.

## ADDITIONAL FEES

In order to run and maintain a fully licensed, safe and outstanding preschool program, we must ask parents to adhere to all rules and procedures. The following additional fees will be given to parents in order to help us better facilitate this need.

### **LATE PICK-UP FEES**

**Full day - after 3:00pm**  
\$1 per minute

**Half day - after 12:30pm**  
\$1 per minute

**Extended day - after 6:00pm**  
\$1 per minute

If late on a consistent basis,  
you may be asked to withdraw.

Spare underwear: \$3.00

No signature: \$10.00

Emergency Lunch: \$10.00

Spare cot sheet: \$2.00 per day

Sheet replacement: \$15.00

## TOILET TRAINING

Southlands Christian Preschool requires an additional fee for toilet training. Your child must be trained fully for one month without accidents before eliminating this fee.

## TERMINATION OF ENROLLMENT

The preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of the policies include:

- Tuition payment has not been received by the end of the month
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty
- Frequently late at pick up time. We close promptly at 6:00 pm for extended day

# STUDENT CHECK LIST

## STATE FORMS

- Identification & Emergency
  - Pre-admission Health History
  - Physician's Report
  - Consent for Medical Treatment
  - Notification of Parents' Rights
  - Personal Rights
- ◇ Copy of immunization record
  - ◇ Student release permission form
  - ◇ Permission to photograph
  - ◇ Classroom use of movie, video, and/or computer games
  - ◇ Student personality profile
  - ◇ Acknowledgment of receipt of Parent Handbook

## SUPPLIES

- ◇ Extra change of clothes, including: Socks, underwear, shirt, pants/shorts, shoes (2 year old only)
  - \*Please place all items in a labeled Ziploc gallon size bag
- ◇ Napping blanket (labeled), small pillow, and a plain colored pillow case
- ◇ Labeled water bottle

### *Additional donation items:*

- 3 boxes of Kleenex
- 4 hand soaps
- 3 sanitizing wipes

# OFFICE HOURS

**Monday - Friday**

**8:00am - 4:00pm**

Preschool office direct line:

**909.718.8600**



Please check our website for updates:

**[www.southlandscs.com](http://www.southlandscs.com)**

Preschool - 12th Grade

Accredited through WASC & ACSI

License no: 198017524



**SOUTHLANDS**  
CHRISTIAN SCHOOLS

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