



Emmanuel Faith  
Preschool

PARENT HANDBOOK  
2021-2022

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EMMANUELEFAITHPRESCHOOL.ORG | LICENSE # 374845522

JESSICA FELICIANO, PRESCHOOL DIRECTOR



# Table of Contents

Welcome	3	Curriculum	14
Mission Statement	4	Discipline	15
Importance of Play	5	Attendance	16
Brightwheel	5	Arrival & Departure	16
Registration	6	Sign In & Out	16
Class Placement	7	Communication	17
Tuition & Fees	8	Program Withdrawal	17
Calendar	9	Absences & Illnesses	18
Volunteering	9	Injuries	19
Programs	10	Emergencies	19
Nap/Rest	11	Medication	19
Walking Field Trips	11	Allergies	20
Birthday Policy	11	School Safety	20
Toileting & Diapering	12	Emergency Preparedness	20
Snacks & Lunch	13	Statement of Faith	21
Clothing	13	Natural Disasters	21
Share Policy	13	A Summary of What We Believe	22
		Summary	23



# Welcome To Our School

Welcome to our Emmanuel Faith Preschool,

Thank you for entrusting us with your precious little ones. We are excited to have a preschool at Emmanuel Faith Community Church and look forward to what the Lord has planned for this program.

We are here for you as you prepare your little ones for the next stages in life and to support their spiritual growth and love for the Lord! We recognize parents are their child's first and primary teacher and are excited to continue and support the learning process you have started. Our staff is ready to share God's love with your children and to support their overall development through exciting, interactive, age-appropriate activities, songs and exploration.

We understand that each child develops at his/her own pace, so it's important to individualize instruction, so all children are successful, now and later in life.

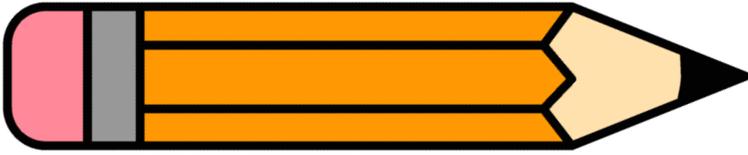
I'm looking forward to a wonderful year together!

Blessings,

Jessica Feliciano

Preschool Director





# Preschool Mission Statement

The mission of Emmanuel Faith Preschool is to partner with parents and families to guide preschoolers to know the love of Jesus Christ while experiencing a high-quality, developmentally appropriate, biblically based education in a loving, safe and nurturing environment.

**"LET THE CHILDREN COME TO ME. DON'T STOP THEM! FOR THE KINGDOM OF GOD BELONGS TO THOSE WHO ARE LIKE THESE CHILDREN. I TELL YOU THE TRUTH, ANYONE WHO DOESN'T RECEIVE THE KINGDOM OF GOD LIKE A CHILD WILL NEVER ENTER IT. THEN HE TOOK THE CHILDREN IN HIS ARMS AND PLACED HIS HANDS ON THEIR HEADS AND BLESSED THEM."**

**MARK 10:14-16 NLT**

## Philosophy

Emmanuel Faith Preschool is an extension of Emmanuel Faith Community Church's ministries with Christian values that are shared in age-appropriate ways throughout our curriculum. We believe that the love and example of Jesus Christ is experienced through others, and we strive to show this love and acceptance to children and their families. Our preschool is a safe, high quality, nurturing environment for children to learn and grow in every area of their development.

## Ministry Values

*Emmanuel Faith Preschool Ministry Staff believes that:*

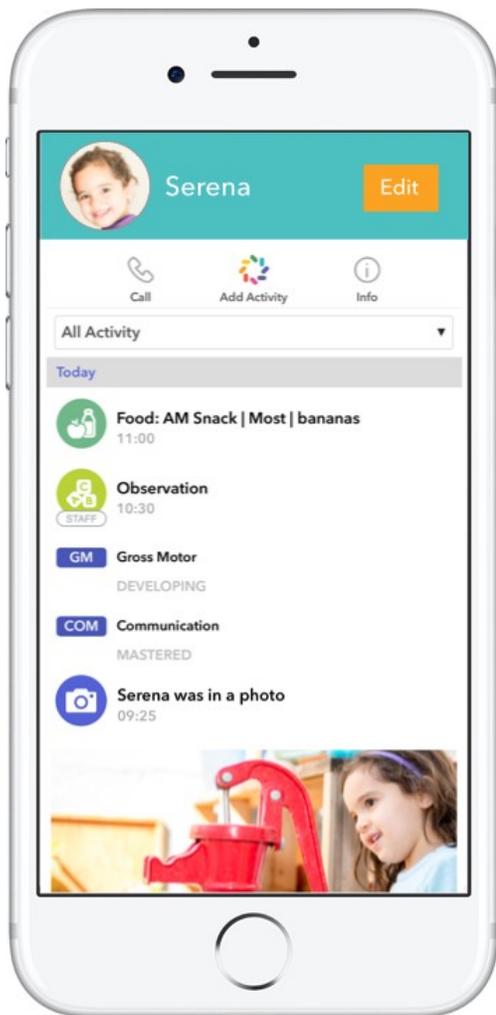
Each child is lovingly designed by God for a purpose.

A strong biblically based, age-appropriate learning environment enables each child to develop mentally, physically, spiritually, socially, and emotionally.

Through age-appropriate experiences, all children will develop an appreciation of play, learning, grace, truth, their own value, the value of others, and most importantly, the overwhelming love of God.

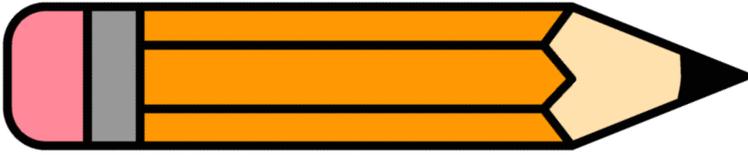
# The Importance of Play

Play is a primary context for learning and is a very important part of a child's development. Through play children learn to interact with the world around them, use their creativity, develop their imagination, build curiosity, use critical thinking, learn problem-solving skills, as well as develop physical, cognitive, social, emotional, fine and gross motor skills. While involved in play, children are learning to interact with others, observe adult role models, make new friends, explore how things work, develop pre-reading skills, listen to music, share, be creative through art work, learn to share an adult's attention, and many other learning experiences inspired through play. That is why play is a very important part of our curriculum: Play helps children to develop essential skills they will need later in life.



#1 Platform for Early Education

BRIGHTWHEEL IS A WONDERFUL PROGRAM WE USE AT EMMANUEL FAITH PRESCHOOL TO HELP KEEP YOU UPDATED ON YOUR CHILD'S DAY. BRIGHTWHEEL INTEGRATES SIGN IN/OUT, MESSAGING, DAILY REPORTS, PHOTOS, VIDEOS, CALENDARS, ONLINE BILL PAY, AND MUCH MORE. PARENTS HAVE ACCESS TO THEIR OWN CHILD'S PROFILE WHERE YOU CAN MESSAGE THE TEACHERS VIA THE BRIGHTWHEEL APP (PREFERRED METHOD OF COMMUNICATION). EACH CLASSROOM IS EQUIPPED WITH AN IPAD FOR PARENTS TO CHECK THEIR CHILD IN AND OUT EVERY DAY. THESE DEVICES ARE USED SOLELY FOR BRIGHTWHEEL AND ARE NOT FOR THE CHILDREN TO USE. ONCE YOU HAVE BEEN INVITED TO USE BRIGHTWHEEL WE ASK THAT YOU KEEP YOUR INFORMATION, ALONG WITH YOUR CHILD'S INFORMATION ACCURATE AND UP TO DATE, INCLUDING YOUR LIST OF AUTHORIZED PICK-UP PEOPLE FOR YOUR CHILD.

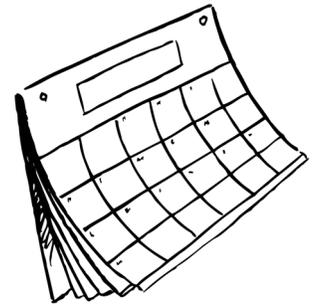


# Registration Information

*Emmanuel Faith Preschool offers Full Day and Half Day Programs and accepts children between the ages of 2 - 5 years old.*

FAMILIES WILL RECEIVE A RE-REGISTRATION FORM TO COMPLETE TO CONFIRM THEIR ENROLLMENT FOR THE UPCOMING SCHOOL YEAR. PRIORITY IS GIVEN TO FAMILIES WHO ARE CURRENTLY ENROLLED AND ARE RETURNING FOR THE UPCOMING SCHOOL YEAR. ALONG WITH THE REGISTRATION FORM, PARENTS WILL SUBMIT THE ANNUAL NON-REFUNDABLE REGISTRATION FEE. THIS DEMONSTRATES INTENT TO RETURN THE FOLLOWING SCHOOL YEAR AND GUARANTEES PLACEMENT.

## RE ENROLLMENT



Emmanuel Faith Preschool operates Half Day classes 8:30-12:30p.m., and Full Day classes 7:00a.m.-5:00p.m. (Times are subject to change.)

The registration window for returning students and their siblings is February 1st - February 28th. General registration begins March 1st until classes are filled.

## NON-DISCRIMINATION POLICY

EMMANUEL FAITH PRESCHOOL WILL OPEN ADMISSION TO CHILDREN OF ANY RACE, COLOR, AND NATIONAL OR ETHNIC ORIGIN. PROGRAMS AND ACTIVITIES ARE MADE AVAILABLE TO ALL ENROLLED.



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## CLASS PLACEMENT

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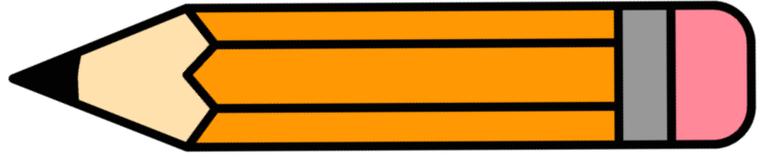
There are several key factors we look at when placing children into classes. Students are placed into classrooms until capacity is reached. Once your child has been accepted to our program you will then be given further information on securing your child's placement.

**The Director places students into classes based on several key factors:**

- First and foremost, the well-being of the school, student body and teachers are considered. This includes special attention to things such as, boy/girl ratios, age, toilet trained, separation of students when deemed to their benefit, separating or keeping twins and triplets in the same class (based on input from doctors, parents and teachers), etc.
- Returning students are not guaranteed their same classroom, teachers, or program choice.
- When forms for returning students are not turned in during the In-house Registration window, those students will then be included in the Open Enrollment process along with new students applying to the school.
- The registration fee must be paid within 48 hours of acceptance in order to secure placement. Completed enrollment forms including a copy of immunizations and completed physical must be turned into the preschool office at least two days prior to your child's first day of school.
- In the case of low enrollment, EFP may decide to eliminate a class. In this case, you will be offered a similar program option.

If you do not receive placement in your preferred program initially, or if you prefer/require a different time frame, please email us at [preschool@efcc.org](mailto:preschool@efcc.org) to put your child's name on the appropriate wait list. Thank you for your respect and understanding of the process.

# Tuition



Emmanuel Faith Preschool will collect tuition via Brightwheel. The registration fee and first month's tuition are non-refundable. **Tuition is due on the 1<sup>st</sup> of every month, with late fees issued if not paid by the 5<sup>th</sup> of every month regardless of a child's attendance.** If a child must leave school

permanently, advance notice of at least 30 days is required so that the child's place may be filled. Please be advised, there will be no transfer of fees/payments.

**For your convenience, we have divided the entire year's tuition into equal monthly payments, regardless of attendance days within the month. There are no refunds or credit given during the regular school year for absences, illnesses, vacations, or school closures due to natural disasters, weather or public health emergencies/pandemics which may cause a temporary classroom closure.**

Families that are on an EFP approved Scholarship are not eligible for credit, refunds, or tuition transfers. All Scholarships are good for one school year (August-July) and must be reviewed and re-applied for each year.

Parents will be given a 30-day notice of any change in our policies, including tuition rates. A 10% allowance will apply to multiple enrolled siblings, with only one 10% discount per a currently enrolled family.

## Additional Fees

A \$25.00 late fee will be charged to your account if payment is received on the 6<sup>th</sup> or after.

A \$25.00 fee will be assessed for returned checks. Two returned checks will require that future payments be made through Brightwheel using a credit/debit card.

**{If the full month's tuition, including late fees, is not received by the 10<sup>th</sup> of the month, then attendance will be suspended until the payment is received in full.}**

## Late Pick-Up Fees

We ask that you be prompt in picking up your child from school.

It is the school's policy to charge a late pick-up fee of \$5.00 starting at 12:35pm for half day students, and starting at 5:05pm for full day students. An additional \$1.00 per minute will be charged for each minute thereafter.

## Drop In Rates

Drop in services are for Full Day children only and must be requested in writing then pre approved by Admin Office. Daily Rates 2's & 3's classrooms: \$65, 4's & 5's classrooms: \$60.

**ALL FEES WILL BE ADDED TO YOUR ACCOUNT AND MUST BE PAID WITH THE UPCOMING MONTHS TUITION. AFTER THE THIRD LATE PICKUP, WE RESERVE THE RIGHT TO DISCUSS THE ISSUE WITH THE PARENTS.**



## Days and Hours of Operation

FULL DAY PROGRAM 7:00AM-5:00PM

HALF DAY PROGRAM 8:30-12:30PM

JR. KINDERGARTEN 8:30AM-12:30PM, WITH FULL

DAY OPTION 7:00AM-5:00PM

### School Calendar

EMMANUEL FAITH PRESCHOOL WILL CLOSELY FOLLOW THE

ESCONDIDO UNION SCHOOL DISTRICT CALENDAR.

OUR HALF-DAY & FULL-DAY PROGRAMS OPERATE

YEAR-ROUND (AUGUST-JULY).

[CLICK HERE FOR CALENDAR](#)

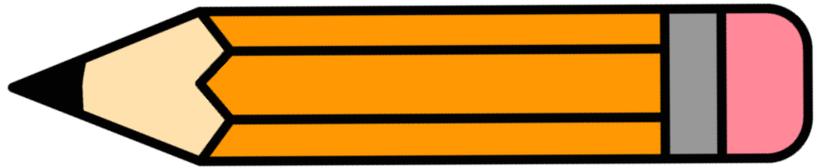


### Volunteering

To ensure the health of all children and to meet the State Licensing requirements, all parents who wish to volunteer at EFP must have a TB clearance. In addition, as of September 1, 2016, a new licensing requirement mandates that all staff members and parent volunteers be immunized against influenza, pertussis, and measles. The TB clearance can be obtained at any county health clinic or your doctor's office. You must provide proof of immunization requirements to the preschool office before volunteering in the classroom. If you decide to decline the influenza vaccine, EFP can provide you with the waiver.

**ALL VOLUNTEERS MUST  
PROVIDE PROOF OF  
IMMUNIZATIONS INCLUDING  
FLU, AND TB SCREENING**

# Program Descriptions



## **Full Day Program** 7:00am-5:00pm | 2 Days a Week, 3 Days a Week, and 5 Days a Week

Full Day for 2-3's | Ratio of 1 to 8

Full Day for 4-5's | Ratio of 1 to 10

*The full day program includes multiple large and small group opportunities, including both indoor and outdoor activities/exploration, snack (morning & afternoon), lunch, rest time, along with daily opportunities for spiritual growth.*

## **Half Day Program** 8:30am-12:30pm | 2 Days a Week, 3 Days a Week, and 5 Days a Week

TTH Part Day | Ratio of 1 to 10

MWF Part Day | Ratio of 1 to 10

M-F Part Day | Ratio of 1 to 10

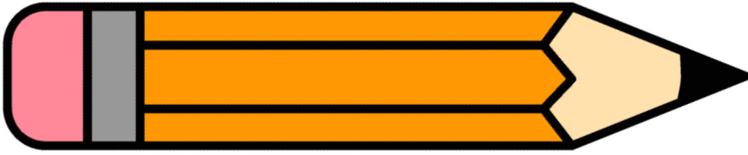
*The half day program is for children ages 2-5 and children age 3-5 must be fully potty trained (see pg. 12 toiletting & diapering policies). The full day program includes multiple large and small group opportunities, including both indoor and outdoor activities/exploration, morning snack, lunch, along with daily opportunities for spiritual growth.*

## **Jr. Kindergarten Program** 8:30am-12:30pm, with full day option 7:00am-5:00pm | 5 Days a Week

M-F Jr. Kindergarten for 5's | Ratio of 1 to 12

*The Junior Kindergarten program is designed as a collaborative experience combining our play-based philosophy while also equipping children with the necessary critical thinking skills needed for kindergarten. Junior Kindergarten offers your child the opportunity to grow spiritually, socially and emotionally and independently in a small class environment while equally preparing them with the school readiness skills they will need in kindergarten and beyond. Parents provide a healthy snack (morning & afternoon) and lunch daily in a clearly labelled container.*

*Chapel is held twice a month and consists of praying, singing and a Bible story.*



## Nap/Rest Time

Children in the Full Day program are required to take a nap/rest. It is a Title 22 Regulation that programs offer a rest period without distraction or disturbance from other activities at the center. It's a good way for children to let their body relax and rejuvenate, especially after all the morning activities. Each child will be provided a cot for nap/rest time. Please make sure your child has a small blanket and fitted crib sheet. **Please keep large blankets, pillows and stuffed animals at home.** Please label all items with your child's first and last names.

**BEDDING NEEDS TO BE TAKEN HOME EVERY  
FRIDAY AND RETURNED ON MONDAY.**

**IF BEDDING IS FORGOTTEN A \$2.00 FEE  
WILL BE CHARGED TO LAUNDER.**

### Birthdays

*We thank and praise God for the children in our care and love celebrating birthdays!*

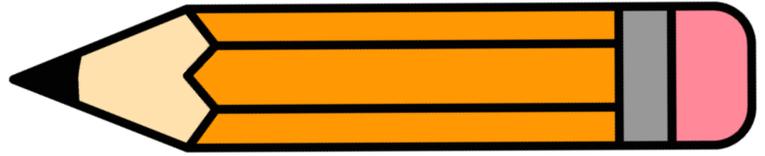
Please notify teachers if you plan to bring a special snack for your child's class. We are sensitive to children with allergies so all food items must be store bought and no nuts please.

Snack suggestions may include but are not limited to: muffins, fruit, cookies, brownies, cheese and crackers, fruit and cheese, or cupcakes. This is also a great time to consider donating a book in your child's name to the class for the occasion. Parents are welcome to join us at a convenient time for this special celebration. Party invitations can be distributed at school as long as the entire class is invited.

### Walking field trips

On occasion, teachers may decide to take a walk around the campus as a part of their classroom activity. When these occasions arise we will not send home a specific field trip notice as they will remain on campus and maintain close communication with school staff.

# Toileting & Diapering Policies



## Toilet Training

With the exception of the 2's classrooms, all children must be fully potty trained and independent in bathroom hygiene to enter our program. The following is our definition or standard by which we define fully potty trained and independent.

- The child is able to as able to identify when he/she needs to use the potty
- The child is able to maneuver their clothes on and off independently. Teachers will verbally assist children with toileting needs.
- The child is able to control both his/her bowel and bladder thereby making the trip to the restroom without soiling his/her clothing.
- The child does not wear pull-ups or any other specialty garments to aid his/her training.
- The child experiences less than two incidents of soiling himself/herself per month.
- No adult reminder or assistance is needed to complete a successful trip to the restroom.
- The child can clean him/herself after a bowel movement.
- The child can successfully go to the bathroom in a standard size toilet without the use of a potty chair.

## Diapering

*(applies only to the 2's class)*

Due to classroom accommodations we are only permitted to change diapers in our 2's classrooms. Children's diapers will be checked at least every two hours as well as upon awakening and will be changed promptly when soiled or wet.

## Supplies

*(applies only to the 2's class)*

If your child is not yet potty trained and is in the 2's program then it is essential that you bring diapers, wipes, and multiple changes of clothing. We ask that you label all items that are brought to our center with your child's first and last name. We will notify you through Brightwheel when your child's supply needs to be replenished. If there is a need to bring any creams or lotions for your child they will need to be submitted through the office and the proper Licensing forms must be completed prior to their use in our center.



## Snacks & Lunch

Parents will provide snack daily for their child/children. If your child is enrolled in the Full Day Program then parents will need to provide two snacks daily. **Please make sure snacks are labeled, and in a container or disposable bag.**

Lunches will be provided by parents in a labeled lunch bag. Please pack healthy foods for lunch. In order to maintain proper ratios in the classroom staff cannot leave the classroom to heat lunches. Please pack a lunch that can be kept at room temperature or include an ice pack if lunch needs to maintain at a cooler temperature.

Good food choices for snack or lunch include a protein, vegetable, fruit, grain and dairy. Please bring a labeled refillable water bottle for your child to drink water throughout the day. Please do not send soda, Kool-Aid, candy or gum to school.

## Clothing

Please dress your child in comfortable, washable clothing. They will be using messy materials such as paint, glue and play dough. Please bring a labeled zip lock bag with seasonally appropriate change of clothing on the first day of school, including extra socks and underwear. Extra clothes are important in the event a child spills, gets overly wet during outside water play, or has a toileting accident. Closed-toe shoes are required. No flip flops or sandals allowed. If it becomes necessary for a child to change clothing, privacy is provided. Please mark all removable clothing with your child's name (sweaters, coats, hats, boots, etc.). Please replace clothing as it gets used. Clothes will be returned at the end of the year.

Please help your child toward independence in dressing by selecting clothing he/she can manage independently. Expensive or special jewelry is not appropriate, and Emmanuel Faith Preschool will not be responsible for replacing any lost items.

## Share Items/Toys

Each room is well equipped with age appropriate toys. We ask that children limit bringing toys to school except for identified "Share Days." Be sure your child remembers to bring the "item" home that day.

**WAR TOYS, GUNS, MODERN WEAPONS, OR VIOLENT TYPE  
TOYS ARE NOT ACCEPTABLE AT SCHOOL**



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# CURRICULUM

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## **The Creative Curriculum®**

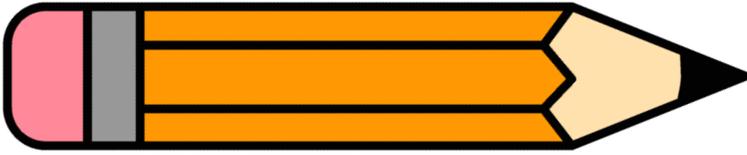
for Preschool is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It is designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

The philosophy of The Creative Curriculum® is that young children learn best by doing. The Creative Curriculum® is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment. The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school. The Creative Curriculum® shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day.

## **Orange: First Look**

is the faith-based curriculum we use at Emmanuel Faith Preschool that combines the Church which is light (yellow) and the Home which is heart (red) to have a greater impact.

The curriculum offers three relational motives; to move kids to LOVE GOD by inciting wonder, to move kids to LOVE LIFE by provoking discovery, and to move kids to LOVE OTHERS by fueling passion. Each month offers a different theme and each week the teachers incorporate the memory verse, bible stories, songs, acting out stories, artwork, and more into their lessons.



# Discipline

The goal of Christian early education discipline is to disciple (teach) by guiding not by punishing. Early educators' disciple (teach) children with nurturing love while utilizing preventative approaches, engaging environments, and clear expectations to help children be successful.

## REDIRECTION PLAN

### FOR THE FIRST INSTANCE OF DISRUPTIVE BEHAVIOR:

THE TEACHER WILL TALK WITH THE CHILD ABOUT THE BEHAVIOR. THE CHILD MAY BE REDIRECTED TO A DIFFERENT ACTIVITY.

### FOR THE SECOND INSTANCE OF DISRUPTIVE BEHAVIOR:

THE CHILD WILL BE MOVED TO ANOTHER AREA IN THE CLASSROOM TO "TAKE A BREAK/TIME AWAY" FROM THE SPACE WHERE BEHAVIOR WAS ESCALATED. WHEN THE CHILD IS READY, THE CHILD CAN REJOIN THE ACTIVITY.

### FOR THE THIRD INSTANCE OF DISRUPTIVE BEHAVIOR:

THE DIRECTOR WILL BE INVITED TO DISCUSS THE BEHAVIOR WITH THE CHILD AND TEACHER AND TO FIND A SOLUTION TO THE BEHAVIOR ISSUE.

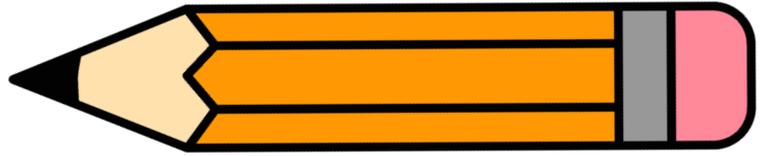
Children are given age-appropriate boundaries and guidance that allows them to feel safe, loved and accepted. Educators understand the importance of teaching and nurturing self-regulation skills and the ability to negotiate relationships and care for others. This includes intervention strategies that model for children (and families) skills that enable them to be successful in learning and life. Our discipline policy is that children may not be disruptive to our teaching or to the children's learning, safety or development. Children will begin to work out solutions and problem solve.

We use positive reinforcement strategies, encourage respect for others and teach children to be kind and gentle. In some instances, a "take a deep breath" period may be necessary for a child to have a quiet space to relax and then talk with a teacher. If the child has further difficulty, the parent will be contacted for suggestions on how to make the child's day the best one possible.

If the child exhibits unsafe or dangerous behaviors, the child may need to be removed from the classroom, and parents will be called to pick up their child. The Director will work with the parents to establish a behavior plan that meets the needs of the child, family and staff. If the behavior plan doesn't work, the parent(s) and Director will meet to discuss appropriate placement and next steps.

**WE NEVER USE  
CORPORAL PUNISHMENT TO  
ADDRESS DISCIPLINE CONCERNS  
AND FOLLOW THE NAEYC CODE  
OF ETHICS AS WELL AS TITLE  
22 REQUIREMENTS.**

# Operational Policies



## Attendance

Please notify the school if your child is unable to attend and for how long. We appreciate knowing whether your child is sick or absent for another reason. Notify us immediately if your child has a communicable disease such as chicken pox, measles, streptococcal infections, pink eye, pediculosis (head lice), scarlet fever or whooping cough. The Director will notify parents if other children may have been exposed. In these cases, your child's name will not be shared.

In order for your child to get the most out of our program we recommend that they arrive by 8:30am.

## Arrival & Departure

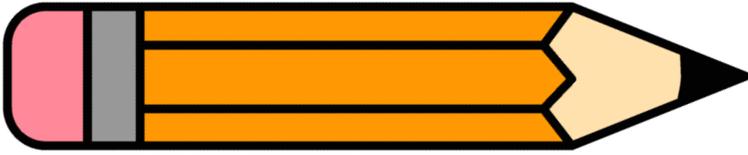
Enter the preschool through the glass doors to your child's classroom. If the glass doors are closed, wait for a staff member to open the doors, ring the bell in the Preschool office window. When you arrive in your child's classroom please make sure a teacher is present and is ready to accept your child. Parents/guardians will use Brightwheel to sign their child in and out each day. Each authorized pick will be provided a unique code for signing their child in/out. Please do not drop children off before the start of the class to ensure teachers have the appropriate time for prepping for the day and the environment is ready for children. \*

## Sign-in & Out

According to Title 22 Regulations, we are not legally responsible for your child until he/she has been signed in and received by the teacher. When your child is dropped off they will be checked in on a iPad located in your child's classroom. Check-in includes entering in your unique 4 digit i.d., selecting the child your checking in, adding your signature and confirming on the iPad. Community Care Licensing requires that all children be signed in and signed out each day. **THIS REQUIREMENT MUST BE MET WITH A FULL SIGNATURE, NOT INITIALS**, and the person picking up must be least 18 years old. In addition, no child will be released without authorization by the parent or guardian. Please keep the emergency form in our office up-to-date, as we must have written authorization for changes of this nature.

Children become anxious and unsettled if you are not there on time. If you are detained and cannot pick your child up on time, please make arrangements for one of your authorized emergency contacts to pick your child up. If you must send someone not on the list, an emergency phone call or message through brightwheel is enough. Proof of identification with a photo ID will be required for an authorized person to pick up your child.

\* May be modified at any time



## Communication

There is a Licensing board in the entry for all parents to view when desired. The Licensing board contains information such as our Center license, list of staff, Emergency Disaster Plans among other important documents. There is also a parent board in each classroom where you can find the current calendar, daily schedule and lesson plans. Please make it a habit to check the board for important posted information. You will receive weekly/monthly emails, newsletters, calendars via brightwheel from the preschool admin office and your child's teacher.

We are committed to providing you information in a timely manner that is easy to understand. The teachers send messages as needed in brightwheel. We may need to contact you during the day, so please ensure that your brightwheel notifications are turned on. In addition, keep your cell phone charged and turned on while your child is at school.

Parents who have questions, comments or concerns about their family's involvement with the school, policies, school procedures or tuition, please contact the Preschool Director. Our goal is to greet you and your child each day and have a short chat with you. If you need to give the teacher specific information, it's best to message the school in brightwheel or pass along a note while checking your child in. If you would like to have more time to speak with the teacher, please schedule a conference. We would be happy to speak with you at a mutually agreeable time. Please make sure to keep your contact information current so you receive communications.

### Program Withdrawal

**YOU MAY WITHDRAW YOUR CHILD FROM THE PROGRAM AT ANY TIME; HOWEVER, A 30-DAY WRITTEN NOTICE IS REQUESTED INDICATING YOUR CHILD'S LAST DAY AND REASON FOR WITHDRAWAL. WE ASK THAT PARENTS WORK WITH THE PRESCHOOL DIRECTOR TO DETERMINE PAYMENT IF LEAVING MID-MONTH. IF LESS THAN A 30-DAY NOTICE IS GIVEN YOU WILL BE RESPONSIBLE FOR PAYING THE FULL MONTHS TUITION. THERE WILL BE NO REFUNDS PROVIDED.**

# Absences & Illnesses

Emmanuel Faith Preschool is not able to provide care for children when they are sick. Please do not send your child to school when they are feeling ill or have a fever of 100 or above. If your child will be absent from class, please notify the school before 9:00 am.

If your child becomes ill while at school, you will be contacted immediately. If you cannot be reached, the persons listed on your emergency card will be contacted. We expect that you will pick up your sick child promptly (within 30 minutes).

To ensure your child has completely recovered, we ask that you keep your child home for a full 24 hours after his/her temperature has returned to normal and your child is symptom free.

## PLEASE KEEP YOUR CHILD HOME IF:

- YOUR CHILD IS NOT ABLE TO PARTICIPATE IN REGULAR CLASSROOM ACTIVITIES
- YOUR CHILD COMPLAINS OF NOT FEELING WELL, COUGHS UNCONTROLLABLY OR CRIES INCONSOLABLY
- YOUR CHILD HAS AN INFECTION OF THE EYE, SKIN, OR UPPER-RESPIRATORY SYSTEM
- YOUR CHILD HAS DIARRHEA
- YOUR CHILD IS VOMITING
- YOUR CHILD HAS A RUNNY NOSE WITH GREEN OR YELLOW DISCHARGE THAT IS NOT ALLERGY RELATED.
- YOUR CHILD HAS HEAD LICE
- YOUR CHILD HAS CHICKEN POX OR ANY OTHER CONTAGIOUS DISEASE

Emmanuel Faith Preschool staff will conduct a daily health check of each child before the child is admitted for the day. Tuition credits or schedule changes are not given due to absences or illness.

# Injuries, Emergencies & Medication

## Injuries

If your child is injured while at school and needs immediate medical attention, we will call 9-1-1. If necessary, paramedics will transport your child to the nearest hospital for treatment. Parents will be contacted as soon as possible. The Director or other staff member will accompany your child to the emergency room and remain with your child until a parent arrives. When a child gets a minor injury, a teacher will tend to the wound and give lots of T.L.C. and will write an "Ouch" report for you to read, sign and return. If the injury is to your child's head, we will promptly notify you.

**IF SCHOOL IS CLOSED DUE TO AN EMERGENCY SITUATION THAT OCCURS AFTER SCHOOL HOURS (I.E. FIRE, EARTHQUAKE) YOU WILL BE SENT A NOTIFICATION THROUGH BRIGHTWHEEL. IF AN EMERGENCY OCCURS DURING SCHOOL HOURS, ALL CHILDREN WILL REMAIN AT SCHOOL AND PARENTS WILL BE NOTIFIED THROUGH BRIGHTWHEEL IMMEDIATELY. IF OUR CAMPUS BECOMES UNSAFE, PARENTS WILL BE NOTIFIED OF THE RELOCATION SITE. TEACHERS WILL REMAIN WITH THE CHILDREN UNTIL PARENTS ARRIVE.**

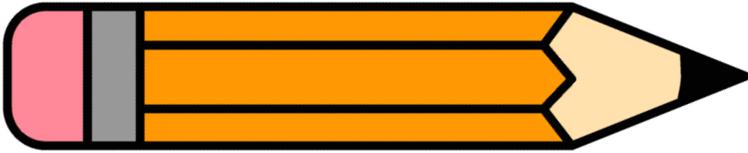


## Medication

When a child needs medication to be given while at school, please give the medicine to the Preschool office. Prescription medicine must be in the original container with the doctor's name, child's name and prescription number. Both prescription and over the counter medication must be accompanied by a signed Parent Consent for Administration for Medications and Medication Chart Form. At the appropriate time we will administer the medication and document it. Upon request we will give you a copy of the medication chart.

If you would like sunscreen, chapstick, or lotion to be applied to your child while at school, the Parent Consent for Administration for Medications and Medication Chart Form needs to be completed and turned in to the Preschool office. Parents are encouraged to send their child to school with sunscreen already applied.

**SUNSCREEN IS NOW  
CONSIDERED A MEDICATION  
UNDER TITLE 22.**



# Allergies

It is the responsibility of the parent to inform the Preschool office of any allergies, hypersensitivity to drugs, antibiotics, bee stings, foods, physical limitations (hearing, vision) or chronic illness. This information must be given in writing as well as verbally. Any other health factors should be recorded on the application and kept on file in the school office. The Preschool office will communicate this information to the teachers.

**ADDITIONAL FORMS RELATING TO ALLERGIES AND MEDICATIONS TO BE KEPT AT THE SCHOOL CAN BE OBTAINED FROM THE PRESCHOOL OFFICE.**

## School Safety

Safety is important to us at Emmanuel Faith Preschool. Our Children's Center was designed with safety in mind. Glass doors leading to the classrooms will be kept locked during business hours unless being monitored by staff. All exterior gates will be locked from the outside to keep strangers from entering the premises. If parents arrive and the glass doors are closed, check in with the Preschool office and show I.D. to get buzzed in. If arriving or departing while doors are locked please help us keep children safe by closing the doors behind you.

Our school is licensed by the State of California, Department of Social Services, Community Care Licensing Division. Licensing program analysts have the right to come in and inspect the school at any time. They also have the right to talk with and interview children when necessary.

### Emergency Preparedness

Emergency drills will be conducted in compliance with state standards.  
Emergency drills include: Fire, Earthquake and Intruder.

On your child's first day parent's must bring in a gallon size Ziploc bag labeled with child's first and last name and include the following items: 8oz water bottle, 2-3 non-perishable food items, and a family photo.

*In the event of an emergency, we will utilize the emergency items provided.*

# Natural Disaster/Pandemics & power outages

In the event we may be faced with a serious interruption of communication or it is inadvisable\* to come to school, we will be following the protocol outlined below:

Please be advised that whenever you are informed that Escondido Union School, North County Inland Schools, or all of San Diego County School are closed due to earthquakes, fire storms, power outages or other natural disasters or pandemics, you may assume Emmanuel Faith Preschool will also be closed. Please confirm by checking brightwheel for the most current information.

Checking brightwheel messaging is the easiest way to inform you of our status. Should the phones be accessible, you may be contacted by phone as well. If some of the Escondido Union Schools are open we will send out a message in brightwheel, a staff member will contact you directly regarding our status. Additionally, please know that should an emergency situation arise while your student is in school, they will be cared for by staff until you or another authorized family member can pick him/her up. If available, the phone, social media, and or email will be used to communicate with you.

\*Inadvisable may refer to air or water quality, traffic & road safety, gas or electrical power outages, building safety, health pandemic, etc. for students and staff.

CONNECT WITH US!

[WWW.EMMANUELFAITHPRESCHOOL.ORG](http://WWW.EMMANUELFAITHPRESCHOOL.ORG)





At Emmanuel Faith Community Church we love God and people. We are honored to be the home church of a few thousand Jesus-followers in North San Diego County. Our welcoming church family includes a variety of ages, stages and ethnicities, with ministries designed to help people walk in the way of Jesus with the heart of Jesus. Founded in 1939 in Escondido, California, our name encapsulates who we are:

## Emmanuel

The core of our belief is that *God is with us*. He is a loving, personal God who cares deeply for every human being.

## Faith

We believe that Jesus Christ is God who came to earth in human form to reveal God's love for us and willingly pay the price for our sin by dying on a cross. He rose three days later to conquer death so that anyone who believes in Him can fully live in a personal relationship with the Creator of the universe.

## Community

Our heart is for our community. We strive to share Christ's love with those around us in both spiritual and practical ways.

## Church

We are the body of Christ. We provide support and encouragement through life groups, a wide variety of ministries and by providing opportunities for people to serve others. We love to gather together to worship the Lord through prayer, music and the teaching of the Holy Scriptures.

As an elder-led church, we base our teachings on God's Scripture and its central figure, Jesus Christ. We believe the Scriptures are God's instructions to us and should be obeyed and embraced. [CLICK HERE](#) to learn **more about our Elders.**

Because it is the believer's privilege and personal mission to carry the gospel of Christ to others, EFCC is also a missionally-focused church. People are encouraged to share the love of Christ with those in our community and around the world. EFCC continues to send out many full-time outreach workers around the globe and is committed to providing short-term, cross-cultural outreach experiences for those within our church body.



## Our Core Values

- (1) The Bible is God's Word, relevant and sufficient for every generation. Therefore, we will follow the Scriptures as our only rule of faith and practice. (*2 Timothy 3:16-17; Hebrews 4:12*)
- (2) Worship is God's desire from his people. Therefore, we will respond to God's presence with us in all of life's circumstances. (*Exodus 20:4-6; 1 Peter 2:9; John 4:23; Colossians 3:23; 1 Corinthians 10:31*)
- (3) Fellowship is God's method for connecting his family. Therefore, we will participate in a "life-sharing" group in which spiritual growth is nurtured, loving care is practiced and godly relationships are developed. (*Acts 2:42, 44-47; Hebrews 10:23-25; John 13:34-35; and Ephesians 1:5*)
- (4) Spiritual maturity is God's design for every believer. Therefore, we will strive to grow in Christ-like love and care for each other, serving in our area of spiritual giftedness. (*Ephesians 4:13-16; Colossians 1:28-29*)
- (5) Evangelism is God's "heartbeat." Therefore, we will lovingly proclaim the gospel locally and internationally. (*1 Timothy 2:4; Luke 19:10; John 3:17; 2 Peter 3:9*)
- (6) Prayer releases God's power for ministry. Therefore, we will pray regularly for God to transform lives through the ministry of EFCC. (*Colossians 1:11; Ephesians 3:16; Exodus 17:8-13; Ephesians 6:18-20*)

## Our Beliefs

We firmly believe the historical doctrines of Christianity as they are revealed in the Scriptures. ***Here is a brief summary of some of our beliefs:***

**We believe the Scripture**, both the Old and New Testaments, to be God's written word.

**We believe there is only one God, Creator of all things, eternally existing in three equal but separate persons**, revealed to us in the Bible as God the Father, God the Son, and God the Holy Spirit.

**We believe that Adam and Eve were originally created in the image and likeness of God**, free from sin. They sinned by a voluntary act of personal disobedience to the revealed will of God and were thereby subject to spiritual, physical, and eternal death which is separation from God.

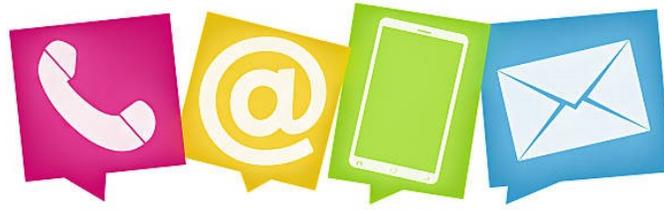
**We believe that God, because of His great love, offers salvation as a free gift** to be received by faith alone in Jesus Christ. This gift was purchased through Jesus' life, death, burial, and resurrection.

**We believe that all who receive God's grace by faith in Jesus Christ are given new spiritual life by the Holy Spirit**; are completely forgiven of their sins; and are eternally secure, persevering by His grace.

**We believe that all who place their faith in Jesus Christ are united by the Holy Spirit into one Church** of which Christ is the Head.

**We believe in the personal, bodily, and glorious return of our Lord Jesus Christ** to gather up His Church, exercise judgment, and establish His Kingdom reign on earth.

**We believe that at death, the souls of believers pass immediately into the joyful presence of Jesus Christ** while the souls of unbelievers experience anguish apart from God.



**WE ARE EXCITED FOR ANOTHER SCHOOL YEAR AT EMMANUEL FAITH PRESCHOOL AND  
WHAT THE LORD HAS PLANNED FOR OUR STUDENTS, FAMILIES AND STAFF!**

If you have any questions or comments, please  
feel free to contact us.

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