



# Emmanuel Faith Preschool & Infant /Toddler Center Parent Handbook 2024-2025



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**Jessica Feliciano, Preschool Director**



# Table of Contents

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<b>Welcome</b>	<b>3</b>	<b>Discipline</b>	<b>18</b>
<b>Mission Statement</b>	<b>4</b>	<b>Attendance</b>	<b>19</b>
<b>Importance of Play</b>	<b>5</b>	<b>Arrival &amp; Departure</b>	<b>19</b>
<b>Curriculum</b>	<b>6</b>	<b>Sign In &amp; Out</b>	<b>19</b>
<b>Brightwheel</b>	<b>7</b>	<b>School Communication</b>	<b>20</b>
<b>Enrollment Information</b>	<b>8</b>	<b>Program Withdrawal</b>	<b>21</b>
<b>Class Placement</b>	<b>9</b>	<b>Absences &amp; Illnesses</b>	<b>21</b>
<b>Tuition &amp; Fees Info</b>	<b>10</b>	<b>Injuries &amp; Emergencies</b>	<b>22</b>
<b>Tuition Rates</b>	<b>11</b>	<b>Medication</b>	<b>22</b>
<b>Calendar</b>	<b>12</b>	<b>Allergies</b>	<b>22</b>
<b>Programs</b>	<b>13</b>	<b>School Safety</b>	<b>23</b>
<b>1st day of school</b>	<b>14</b>	<b>Emergency Preparedness</b>	<b>23</b>
<b>Nap/Rest</b>	<b>15</b>	<b>Admissions Packet &amp; INSP</b>	<b>24</b>
<b>Walking Field Trips</b>	<b>15</b>	<b>Healthy Schools Act</b>	<b>25</b>
<b>Birthday Policy</b>	<b>15</b>	<b>Natural Disasters</b>	<b>26</b>
<b>Toileting &amp; Diapering</b>	<b>16</b>	<b>Emmanuel Faith Community Church</b>	<b>27</b>
<b>Snacks &amp; Lunch</b>	<b>17</b>	<b>Mission &amp; Values of EFCC</b>	<b>28</b>
<b>Clothing</b>	<b>17</b>	<b>EFCC Beliefs</b>	<b>29</b>
<b>Share Policy</b>	<b>17</b>	<b>Contact Information</b>	<b>30</b>



# Welcome to Emmanuel Faith Preschool & Infant/Toddler center

Welcome to our EFP Community,

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 of life and to support spiritual growth and love for the Lord! We recognize parents are their child's first and primary teacher and are excited to continue to 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 is 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



[jfeliciano@efcc.org](mailto:jfeliciano@efcc.org)

# Mission Statement

**"Let the little 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**



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

## Philosophy

Emmanuel Faith Preschool & Infant/Toddler Center is a ministry 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 & Infant/Toddler 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 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.

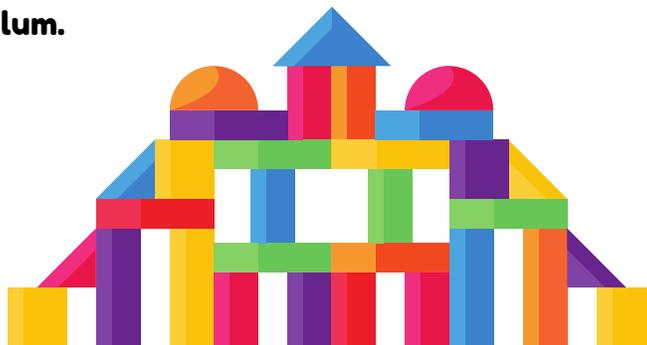
While involved in play, children are learning to interact with others, observe adult role models, make new friends, explore how things work, develop pre-reading skills, listen to music, share, be creative through art work, learn to share an adult's attention, and many other learning experiences inspired through play. Play helps children to develop essential skills they will need later in life.

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**While being a play based environment and giving the children opportunities to explore their learning in many different intentional interest areas, we also are incorporating learning goals and following state standards for each developmental stage. We want your child to leave here prepared, confident and ready to take on their next stages of life.**

**We use 2 main curriculums to accomplish our learning goals both academically and spiritually, while also aligning them with state standards and developmentally appropriate learning foundations to set each student up for success as they move through our programs and future schooling.**

**Academically we use The Creative Curriculum and for our bible lessons we use The Orange: First Look Curriculum.**



# Curriculum



## The Creative Curriculum for Preschool and Infant/Toddler

The Creative Curriculum for preschool is a comprehensive, researched 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 background and skill levels.

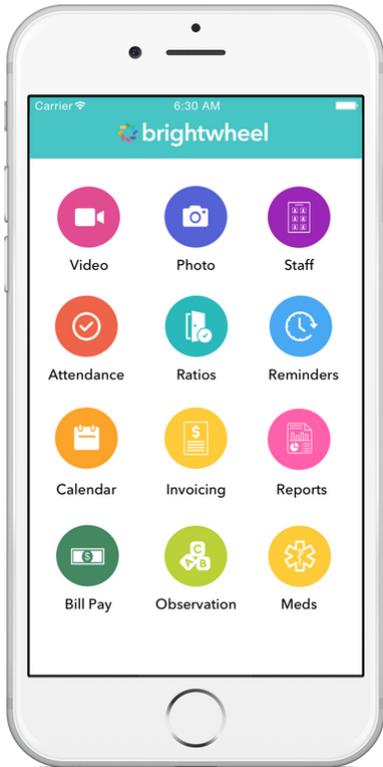
The philosophy of The Creative Curriculum is that young children learn best by doing. The Creative Curriculum is built on theories of development in young children, that all children's learn through active exploration of their environment and therefore the environment plays a critical role in learning. 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 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 thee 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

Orange 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 (creating orange). 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.





- ✓ Personalized updates
- ✓ Photos and videos
- ✓ Messaging
- ✓ Mobile notifications
- ✓ Learning platform
- ✓ With even more coming!

Download the app (iOS & Android)  
or visit [mybrightwheel.com](http://mybrightwheel.com)



Brightwheel is a wonderful app that we use at Emmanuel Faith Preschool to help keep you updated on your child's day. Brightwheel integrates attendance, messaging, daily reports, photos, videos, calendars, online bill pay and much more to keep communication centrally located. Parents have access to their own child's profile where you are able to message the teachers via the Brightwheel app and stay connected. For example, if your child isn't feeling well or they got a scrape while out on the playground, our teachers are able to notify you in an instant. Each classroom is equipped with an Ipad and these devices are used solely for the teachers to use the Brightwheel app. (Not for children to use). In no way does the use of the Brightwheel app take the teachers attention away from the children. In fact, it is quite the opposite, Brightwheel helps our teachers improve their skill in observation and communication and they will only be using the app during times that they are not actively supervising the children. Also, keep your information up to date, including your child's information and the list of authorized pick-up people.

### REMINDER:

Please turn on the notification settings so that you can see all alerts, and daily communication.



# Enrollment Information

Emmanuel Faith Preschool & Infant/Toddler center offers:

Full Day and Half Day Programs with multiple day options.

We accept children between the ages of 12 months - 5 years old

Families will complete an online interest form that gives us basic information about your child and family. New families will then get an invite to schedule a tour so we can meet you and get to know your little one to ensure we are a good fit.

Priorities are given to families who are currently enrolled (including siblings) and are returning for the upcoming school year or openings that come available during the school year.

Once accepted parents will submit the annual non-refundable registration fee through Brightwheel. This demonstrates intent to follow through with enrollment and guarantees placement in the program.

## Re-Enrollment and Student/Sibling Interest:

**February is Current Family registration for the next school year**

**March is New Family Registration for the next school year**

**Emmanuel Faith Preschool classes operates:**

**Half Day - 8:15am - 12:15 pm Full Day - 7:00am - 5:00pm**

**Infant/Toddler classes operates:**

**Half Day - 8:00-12:00 Full Day - 7:30-4:30**

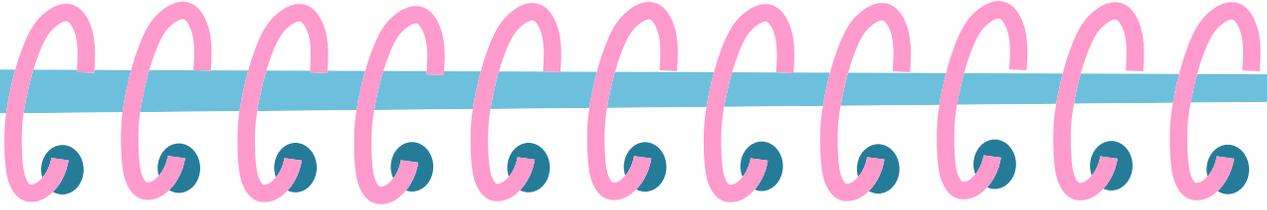
**(Times are Subject to Change)**

### PLEASE NOTE:

Returning Family Interest Forms for the next school year are available Feb. 1 and they are due by Feb. 28. If the Returning Student Interest Form is not turned in by the due date, they will be included in the Open Enrollment Process with the new families. We cannot guarantee a spot at that time.

### 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.



## CLASS PLACEMENT

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, via email, on securing your child's placement and gathering paperwork to start the program.

**The Director places students in 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 together (based on input from doctors, parents and teachers), etc.
- Returning students are not guaranteed their same classroom, teachers, or program choice and must Re-enroll each-year.
- 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 or schedule initially, please email us at [preschool@efcc.org](mailto:preschool@efcc.org) to put your child's name on the appropriate waitlist. Current students get priority for changing schedules when openings become available. Thank you for your respect and understanding of this process.

▶ Emmanuel Faith Preschool & Infant /Toddler center will collect tuition via Brightwheel.

▶ The registration fee and tuition are **non-refundable**.

▶ Tuition is due on the **1st of every month** regardless of days attended. If a child must leave school permanently or if there is a schedule modification, 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 from one child/family to another at anytime. Tuition is based on what class your child starts the school year, regardless of age changes throughout the year.

▶ For your convenience, we have divided the entire year's tuition into equal monthly payments, regardless of attendance days within that month. There are **no refunds or credit** given during the regular school year for absences, illness, vacations, or school closures due to natural disasters, weather or public health emergencies/pandemics, classroom health outbreaks/illness 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. Scholarships are subject to the terms discussed with the Director and are on a case by case basis and are **not** guaranteed.

▶ Parents will be given a 30-day notice of any change in our policies, including tuition rates. A 10% discount 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 a payment is received after 5:00 pm on the 5th day of the month.

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

*If the full month's tuition, including late fees, is not received by the 10th 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 \$10.00 starting at 12:20pm for half day students and starting at 4:31 for Infant/Toddler classes and 5:01 pm for Preschool full day students. An additional \$1.00 per minute will be charged for each minute thereafter.

**After the third late pick up (12:15 for half day, 5:00pm for full day) we reserve the right to discuss the issue with the parents and establish a plan to ensure timely pick up or determine if our program is a good fit for the family needs.**



**School year 2024-2025 - August 5, 2024 -July 18, 2025**

See school calendar for school closures. Tuition is based on what class your child starts at the start of the school year. Tuition is divided into equal monthly payments, regardless of attendance days within that month (see Parent handbook for more info)

**Discounts**

Sibling discount 10% one sibling only (lesser tuition)

**Full day**

Preschool 7:00-5:00pm

Infant/Toddler class hours - 7:30-4:30pm

	2 days	3 days	5 days	Daily Drop In Rate *Full Day Only
12-18 months	\$790	\$1015	\$1425	\$100
18-24 months	\$710	\$910	\$1350	\$90
2's	\$665	\$860	\$1195	\$85
3's	\$635	\$805	\$1080	\$80
4's	\$595	\$750	\$980	\$75

**Half day**

Preschool - 8:15-12:15pm

Infant/Toddler class hours - 8:00-12:00pm

	2 days T/Th	3 days MWF	5 days M-F
12-18 months	\$655	\$900	\$1175
18-24 months	\$575	\$795	\$1045
2's	\$505	\$675	\$880
3's	\$475	\$640	\$835
4's	\$450	\$590	\$780



## Days & Hours of Operation

**Preschool Full Day - 7:00 am - 5:00 pm**

**Infant/Toddler Full Day - 7:30 am - 4:30 pm**

**Half Day Preschool Program 8:15 am - 12:15 pm**

**Half Day Infant/Toddler Program 8:00 am - 12:00 pm**

Early Pick up days:



Periodically we will close early for special events or to provide time for staff to meet, train, and plan together.

Children must be picked up no later than 12:15 pm on these days. They are outlined on our yearly calendar.

Late fees will apply beginning at 12:15pm.



## School Calendar

**Emmanuel Faith Preschool & Infant/Toddler center will closely follow the Escondido Union School District and other local school programs annual calendar.**

**Our half day & full day programs operate year-round. (August - July)**

**\*See yearly calendar for specific dates\***

**<https://www.emmanuelfaithpreschool.org/2022-2023-school-calendar.html>**

# Program Descriptions

**Full Day- Preschool 7:00 - 5:00pm, Infant/Toddler 7:30-4:30 pm  
2 days a week, 3 days a week, and 5 days a week**

*The full day program includes multiple large and small group opportunities, including both indoor and outdoor learning activities and exploration. Children that are here for the full day program will get the opportunity to play outside two times during the day for an hour each time (morning & afternoon). They will have two snack times (morning & afternoon), lunch, rest time, along with daily spiritual growth activities. There is a daily emphasis in academic learning through exploring and hands on experience. Spiritual growth is embedded into our daily curriculum and emphasised through environmental exploration and skill development. We focus strongly on learning God's word, praying, and understanding how to love each other. Each class has a daily Bible learning time where the teachers and students dive into different Bible stories at an age appropriate level and learn about the love and amazingness of Jesus.*

**| Half Day Preschool & Infant/Toddler 8:00 am - 12:00 pm |  
2 days a week T/Th | 3 days a week M/W/F | 5 days a week M-F**

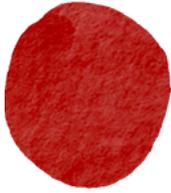
*The half day program includes multiple large and small group opportunities, including both indoor and outdoor learning activities and exploration. They will have one snack time, lunch, and daily spiritual growth activities. This option is great for families that want their child to be in a learning environment for a shorter time period. We offer opportunities for spiritual growth and academic learning through exploring the environment and hands on experience. We incorporate bible lessons, prayer and chapel experiences. This is a special time is for teachers and students to dive into different Bible stories at an age appropriate level and learn about the love and amazingness of Jesus.*



**Chapel is held twice a month in the Big Room. This is where we gather as a school to pray, worship, and dive deeper into the weekly lesson from our Bible Curriculum. We invite parents to join us and be able to experience chapel with their child.**



# First Day of School Checklist:



## Snacks (Nut Free)

Full Day: 2 snacks/Half Day: 1 snack



## Lunch/Water Bottle

Label with name.

Infant/Toddler classes bring sippy cup with milk or formula.



## Change of Clothes

Label with name. Please ensure extra clothes are seasonally appropriate.



## Crib Sheet & Blanket

Full Day only. Label with name.



## Diapers & Wipes

Only for Infant/Toddler classes and non-potty trained 2's



## Milk/Formula

Only for Infant/Toddler classes. Label with name. Instructions on amount/frequency needs to be documented.



We are a “nut free” facility. Please do not send any food containing peanuts, tree nuts (almonds, cashews, Brazil nuts, macadamia nuts, etc.) We do NOT allow Nutella since it is made from hazelnuts. Sun butter is acceptable.

# Nap / Rest Time



Children in the Full Day program are required to take a nap or rest. It is a Title 22 Licensing Regulation that programs offer a rest period without distraction or disturbance from other activities at the center. It is 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 a fitted crib sheet. Label all their items with their first and last name. Please keep large blankets, pillows, and stuffed animals at home. Children must either rest or lay quietly on their cots without disturbing other children.

## NOTICE:

Bedding needs to be taken home every Friday and returned to school on Monday. If bedding is forgotten and needs to be borrowed from EFP a \$5 fee will be charged to laundry .

## Walking Field Trips

On occasion, teachers may decide to talk a walk around the campus as 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 communication with school staff. Infants/Toddlers may go on a walk in a buggy or strollers during scheduled times.



## Birthdays



**We thank and praise God for the children in our care and love celebrating them on their birthday!**

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 in the store's container.

Our school is NUT FREE.

*Snack suggestions may include but are not limited to: muffins, fruit, cookies, brownies, cheese and crackers, fruit and cheese, cupcakes...etc... This is also a great time to consider donating a book to your child's class for the occasion. Parents are welcome to join the class at a convenient time for this special celebration.*

# Toileting & Diapering Policies

## Toilet Training

With the exception of the Infant/Toddler and 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 full potty trained and independent:

- The child is able to identify when he/she needs to use the potty
- The child is able to maneuver their clothes on and off independently. Teacher will verbally assist children through this process.
- 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 other specialty garments.
- The child experiences less than two incidents of spoiling themselves 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.

**\*If independence in the bathroom is not demonstrated or a child has too many accidents - we will ask that your child takes a break from the program to practice these skills. The duration of the break will be agreed upon with the Director.**

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## Diapering

*Applies to the Infant/Toddlers & 2's classes only*

Children's diapers will be checked at least every two hours as well as upon awakening and will be changed promptly if soiled or wet.



## Supplies

*Applies to the Infant/Toddler's & 2's classes*

If your child is not yet potty trained and is in the Infant/Toddler/ 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(s) daily for their child/children enrolled here at Emmanuel Faith Preschool & Infant/Toddler center. 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 with your child's name, and in a closed container or disposable bag.

Lunches will be provided by the parents each day that the child attends school. Please pack healthy foods for lunch. In order to maintain proper ratios in the classroom, staff may not leave the classroom to heat lunches. Please pack snacks and lunches that can be kept at room temperature or include an ice pack if the lunch needs to be kept at a cooler temperature.

*We are a Nut Free facility. All classrooms must be nut free due to shared materials and equipment. "Nut Free" includes all types of nuts: peanuts, almonds, hazelnuts, cashews, Brazil nuts, etc. We do not allow Nutella.*

Good food choices for snack or lunch include a protein, vegetable, fruit, grain and dairy. (Please pack snacks and lunches that your child is used to eating regularly and familiar with eating on their own. Also, bring a labeled refillable water bottle (not bottle or sippy cup that can leak) for your child to drink water throughout the day. Please do not send soda, juice, candy, or gum in your child's snacks or lunches.

## Clothing

**Please dress your child in comfortable, washable clothing. They will be using messy materials such as paint, glue, and playdough, along with exploring their environment. Therefore we do not want their clothes to hinder their activities. Please pack a ziplock bag with seasonally appropriate change of clothes, in the event that they spill, their clothes gets wet, or have a toileting accident. Closed toe shoes are required. No flip flops or loose fitting 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...). As clothes get used or the seasons change, please replace the clothing.**

**Please help your child toward independence in dressing themselves by selecting clothing he/she can manage on their own. Please do not send your child in expensive or special jewelry as it may get broken or lost here at school. Emmanuel Faith Preschool is not responsible to replace items broken or lost at school.**

## Share items/Toys

Each room is well equipped with age appropriate toys and learning activities. We ask that children limit bringing toys from home, unless it is their "Share Day." Please be sure to bring that item home that same day.

NOT ACCEPTABLE:

\*even on share day\*

War guns, modern weapons, or violent type toys.

# 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 and what they can do to make a better choice. If needed, the child will be redirected to another activity.

### For the second instance of disruptive behavior

The child will be redirected to another area in the classroom to "take a break/time away to calm down" from the space where the behavior was escalated. When the child is ready, they can return to the original activity.

### For the third instance of disruptive behavior

The Director will be invited to discuss the behavior with the child and teacher to find a solution to the behavior issue. In this instance the Director or Teacher may talk with parents to find solutions as well.



**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 break" 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 the 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 be to discuss the appropriate 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 through Brightwheel if your child is unable to attend, the reason and for how long. We appreciate knowing whether your child is sick or just absent. Notify us immediately if your child has a communicable disease such as chicken pox, measles, streptococcal infections, pink eye (eye cold), pediculosis (head lice), scarlet fever, whooping cough, Hand, Foot and Mouth or Covid. The Director will notify parents if other children may have been exposed, In these cases, your child's name will not be shared with other families.

In order for your child to get the most out of the program, we recommend they arrive by 8:30am. This is when we begin our welcome circle which kicks off our day, new concepts are introduced and the plan for the day is shared with the children.

## Arrival & Departure

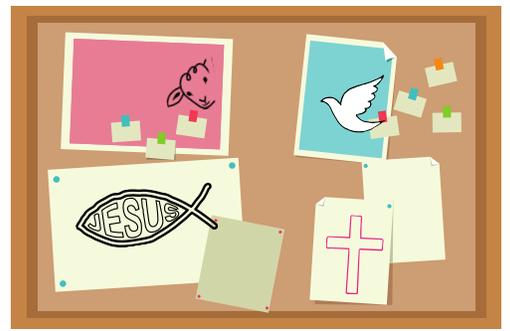
Enter the preschool through the glass doors and head to your child's classroom. If the glass doors are closed, please see the office manager at the preschool window or ring the bell to notify the office to open the doors for you. When you arrive at your child's classroom, please make sure a teacher is present and is ready to accept your child. Parents/guardians will sign their child in and out each day on the clipboard. Please do not drop off children before the start of the class to ensure teachers have the appropriate time for prepping for the day and the environment is ready for the children. If arriving after 8:30 am you may be asked to check your child in at the office to help minimize classroom interruptions/distractions during circle time/instruction.

\*Pick up/drop off times and routines may vary depending on age & program\*

## Sign - in & Out

According to the Title 22 Regulations, we are not legally responsible for your child until he/she has been signed in and received by the teacher. Community Care Licensing requires that all children be signed in and signed out each day by a person on the authorize pick up list made by the parents in the child's file. THIS REQUIREMENT MUST BE MET WITH A FULL SIGNATURE, NOT INITIALS, and the person picking up must be at least 18 years of age.

# School Communication



## Important Information Boards

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There is a Licensing Board in the entry of our hallway for all parents to view when desired. The Licensing Board contains information such as our center's license, list of staff, Emergency Disaster Plans among other important documents that are required for a preschool setting.

There is also parent board in the lobby with current monthly information as well as outside each classroom. Please make it a habit to check the board for important information that will be posted by your teacher. You will receive weekly/monthly updates, newsletters, calendars, and pictures via Brightwheel from the preschool office and your child's teacher.



## Communication Reminders

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We are committed to providing you information in a timely manner that is easy to access and understand. The teachers send messages as needed to you in Brightwheel and we may need to contact you for other things concerning your child during the day, so please be sure to turn on Brightwheel's notifications on your phone.

## Communication with Admin & Teachers

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Teachers and the Preschool Office will communicate about your child or school events and important information through Brightwheel. It is not common for us to use email as a source of communication once your child is enrolled, unless it is something that needs to be printed for your child's file. Parents can also communicate with the school through Brightwheel. We encourage that any parents who have questions, comments, or concerns about their family's involvement with the school, policies, school procedures or tuition, please message in Brightwheel or stop by the front office. Our goal is to greet you and your child each day and connect in some way. Please feel free to use this time to talk with the Admin staff if needed as well.

# Program Withdrawal

You may withdrawal your child from the program at any time; however, a 30-day written notice is required 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, accounting for the 30 days. 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, have a fever, or has been taking fever reducing medication. If your child will be absent from class, we ask that you notify the school through Brightwheel 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 mins.)**

To ensure your child has completely recovered, we ask that you keep your child home for a full 24 hours after his/her temperature is back to normal without fever reducing medicine and/or your child is symptom free.

\*Emmanuel Faith Preschool staff will conduct a daily health check of each child upon arrival. Tuition credits or schedule changes are not given due to absences or illness.



## Illness Policy

**Please keep your child home if they are sick!**

Your child must be kept home for a minimum of 24 hours if they:

- Are vomiting or have vomited once in a 24 hour period
- Have diarrhea
- Have a fever
- Have been diagnosed with an upper-respiratory infection (bronchitis, pneumonia, RSV, etc.)
- Have green or yellow nasal discharge
- Have a contagious parasitic or fungal infection (lice, pinworm, ringworm)
- Have any type of contagious illness (Hand, Foot, Mouth Disease, Chickenpox, Flu, Covid, Pinkeye)
- Cannot participate in the flow of the day in the classroom due to feeling ill, coughing, crying uncontrollably, or injury

**Please help us keep our school healthy and prevent the spread of infectious illnesses. You may be asked to provide a doctor's note for your child before he/she is able to return to school.**

The Administrative Team will determine whether your child will be permitted to return to school following an illness.

Thank you!



# Injuries, Emergencies, & Medication

## Injuries

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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 and sign. If the injury is to your child's head, we will promptly notify you.

## Medications

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When a child needs medication to be given while at school, please give the medication 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 a copy of the medication chart.

If you would like sunscreen, Chapstick, diaper cream or lotion to be applied to your child while at school, the Parent Consent for Administration for Medications needs to be completed and turned into the Preschool Office. Parents are encouraged to send their child to school with sunscreen already applied and teachers will reapply for the afternoon.



*\*Sunscreen is now considered a medication under Title 22.*

*\*Sunscreen, Chapstick, and lotions cannot be in students backpack.*

*\*For the safety of all children, all medications must be checked into the office.*

## Allergies

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It is the responsibility of the parent to inform the Preschool Office of any seasonal allergies, hypersensitivity to drugs, antibiotics, bee stings, foods, physical limitations (hearing or vision) or chronic illness their child might have. This information must be given in writing in the form of a Chronic Conditions Form from a pediatrician which outlines the specific symptoms as it relates to the allergy. This must be given to the Preschool Office to have in the child's file. Additionally, our allergy form must be completed and any other health factors should be recorded on the application to keep in the child's file. The office will communicate this information with the teachers.

# School Safety

Safety is important to us at Emmanuel Faith Preschool.

Our Children's Center was designed with safety for children in mind.

The glass doors leading to the classroom will be kept locked during business hours unless being monitored by staff. All exterior gates will be locked from the outside to keep unauthorized visitors 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.

**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.**

## EMERGENCY PREPAREDNESS

Emergency drill will be conducted in compliance with state standards.

Emergency drills include: Fire, Earthquake and Intruder

We ask the parents throughout the year for donations of emergency food and water, in the case we need a snack while waiting through an emergency.



# Infant/Toddler Admissions Packet

The following documents must be completed for admission into the program.

- Infant/Toddler Interest Form
- Identification & Emergency Information LIC (700)
- Consent for emergency Information (LIC 627)
- Child's Preadmission Health History - Parents Report (LIC 702)
- Physician's Report - Child Care Centers (LIC 701)
- Parent's Rights (LIC 995)
- Personal Rights (LIC 613)
- Immunization Requirements
- Needs and Services Plan (Infant Program Only)

## Infant Needs & Services Plan

### INFANT PROGRAM ONLY

**Families will complete the INSP with their child's teacher or director prior to attending. The INSP must be reviewed monthly and modified as the child's sleeping, eating, health & toileting patterns change.**

The Individual needs & services plan is a way for the program to get to know your child by collecting important developmental information Getting to know your child & family.

- Toileting needs
- Sleeping
- Parenting
- Health
- Disabilities

# Pest Management & Healthy Schools Act



## Pest Management

The Healthy Schools Act requires all California school districts and childcare programs to notify parents and guardians of pesticides they expect to apply during the year. At the beginning of each month our building will be treated routinely for pests by a pest management company.

We expect to use the following pesticides in our school this year:

Name of Pesticide	Active Ingredients
EcoVia EC	Thyme Oil, Rosemary Oil Zphenethyl Propionate
Ny Guard IGR Concentrate	Pyriproxyfen

**You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website: [www.cdpr.ca.gov](http://www.cdpr.ca.gov)**

*Parents or guardians may request prior notification of individual pesticide applications at the school site. If you wish to be notified every time we apply a pesticide, please message us in Brightwheel or email to let us know.*

# Natural Disaster/Pandemics & Power Outages

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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 Schools, North County Inland Schools, or all of San Diego County Schools 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 school's 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, or 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 & staff.

**Connect with us for all school updates!**

**[www.emmanuelfaithpreschool.org](http://www.emmanuelfaithpreschool.org)**

**@emmanuelfaithpreschool**





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 paid 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. Learn about our elders at [www.efcc.org](http://www.efcc.org)

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 Mission & Vision**

### **OUR MISSION**

Living in the way of Jesus with the heart of Jesus.

### **OUR VISION**

To be an inter-ethnic, inter-generational community of disciples partnering with Jesus to bring about renewal in Escondido, North County, and to the ends of the earth.

## **Our Key Functions**

(1) 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)

(2) 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)

(3) 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)

(4) 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)

(5) 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 our beliefs:**

We believe the scripture, both the Old & New Testaments, to 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 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. the 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 judgement, and establish His Kingdom reign on earth.

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



**We are so excited for another school year  
at Emmanuel Faith Preschool &  
Infant/Toddler Center and for the plans  
God has for our students, families, and  
staff!**

**If you have any questions or comments,  
please feel free to connect us or stop by  
our preschool office M-F 8:00 am - 5:00 pm.**



**preschool@efcc.org**



**760.781.2260**



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**Emmanuel Faith Preschool**

