

 Emmanuel Faith
Preschool

PARENT HANDBOOK

639 E. 17TH AVENUE, ESCONDIDO, CA 92025

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EMMANUELEAITHPRESCHOOL.ORG | LICENSE # 374845522

JESSICA FELICIANO, PRESCHOOL DIRECTOR

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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.

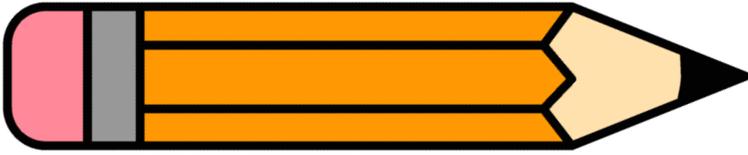
I'm looking forward to a wonderful year together!

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:

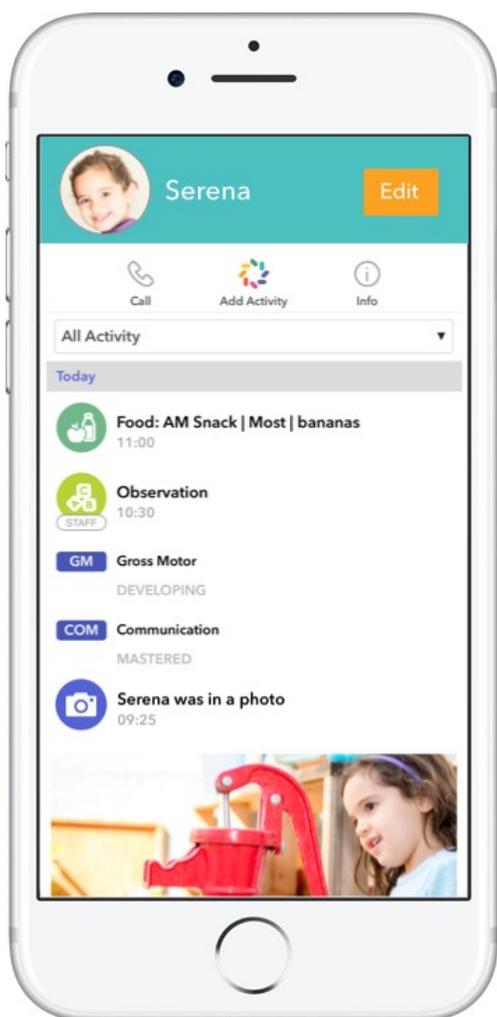
Each child is lovingly designed by God for a purpose.

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.

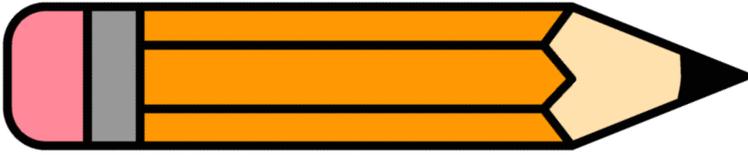
THE IMPORTANCE OF PLAY

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.



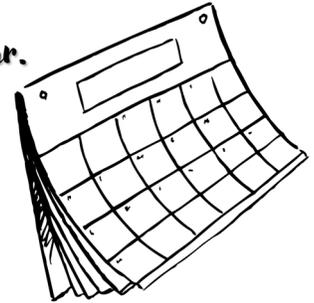
REGISTRATION INFORMATION

Emmanuel Faith Preschool accepts children between the ages of 2 - 5 years old in our full day program & ages 2.9 - 5 years old in our part day program.

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

Children must be 2.9 years old by September 1 of the current academic year.



Emmanuel Faith Preschool operates part-day classes (with an option of 2, 3 or 5 days) 8:30-11:30a.m. with an optional hour for "Lunch Bunch" and additional activities, and a full-day classroom 7:00a.m.-5:00p.m. (Times are subject to change from year to year.) Our registration policy strikes a balance between parents' wishes, current preschool attendance, and our paramount goal: Meeting our students' educational needs. To achieve this goal, the Preschool Director must make choices each year about proper/fair placement. In-House and Open Enrollment (described below) provide the framework for the placement process.

The registration window for currently enrolled, returning students and their siblings (In-House Registration) is February 1 - March 1. The registration window for Open Enrollment is March 2nd until 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.



CLASS PLACEMENT

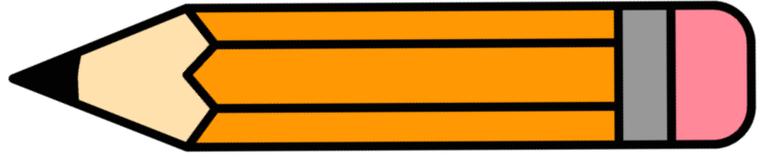
There are several key factors we look at when placing children into classes. Students are placed into classrooms until capacity is reached. Once your child has been accepted to our program you will then be given further information on securing your child's placement.

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 24 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.

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 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 1st of every month, with late fees issued if not paid by the 5th of every month.

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.

ADDITIONAL FEES

A \$25.00 late fee will be charged to your account if payment is received on the 6th 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 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 \$5.00 starting at 11:35am for half day students, 12:35pm for students staying for Lunch Bunch and Jr. Kindergarten, and 5:05pm for full day students. An additional \$1.00 per minute will be charged for each minute thereafter.

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

PART DAY PROGRAM 8:30-11:30AM

JR. KINDERGARTEN 8:30AM-12:30PM

PART DAY PROGRAM WITH LUNCH BUNCH 8:30AM-12:30PM

SCHOOL CALENDAR

EMMANUEL FAITH PRESCHOOL WILL CLOSELY FOLLOW THE ESCONDIDO UNION SCHOOL DISTRICT CALENDAR.

OUR PART-DAY PROGRAM WILL END THE FIRST WEEK IN JUNE AND THE FULL-DAY PROGRAM OPERATES YEAR-ROUND.

[CLICK HERE FOR CALENDAR](#)

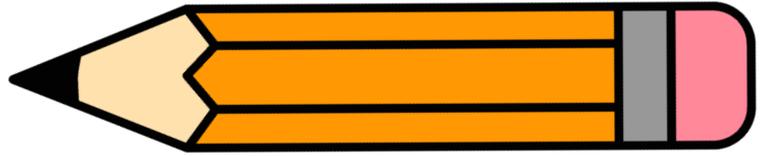


VOLUNTEERING

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 5 Days a Week, 3 Days a Week, and 2 Days a Week

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

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

We have two classroom options for Full Day. A younger class for children ages 2-3, and an older class for children ages 4-5. The full day program includes multiple large and small group opportunities, including both indoor and outdoor activities/exploration, rest time, snack (morning & afternoon), along with daily opportunities for spiritual growth. Lunch is provided by parents. Children need to bring a clearly labelled lunch box with their name clearly marked on the outside.

Part Day Program 8:30-11:30am 5 Days a Week, 3 Days a Week, and 2 Days a Week

M-F Part Day | Ratio of 1 to 10

MWF Part Day | Ratio of 1 to 10

TTH Part Day | Ratio of 1 to 10

The part day option is open to children ages 3-5 and independently potty trained. The part day program includes large and small group time, indoor activities and exploration, outdoor activities and exploration, snack, daily opportunities for spiritual growth.

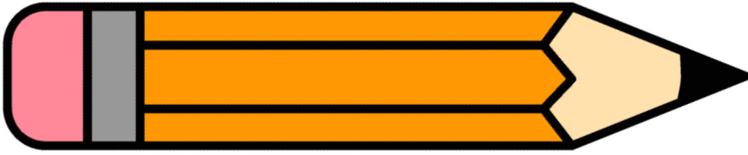
Lunch Bunch is an extension of the Part Day Program and offers time for children to further develop social skills with peers while engaging in conversation and additional play activities. Children bring a healthy lunch from home and eat with classmates. Lunch Bunch ends at 12:30pm daily.

Jr. Kindergarten Program 8:30am-12:30pm 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.

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 or nap 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 blanket, fitted crib sheet and, if desired, one small stuffed animal. 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 LAUNDRY.**

BIRTHDAYS

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

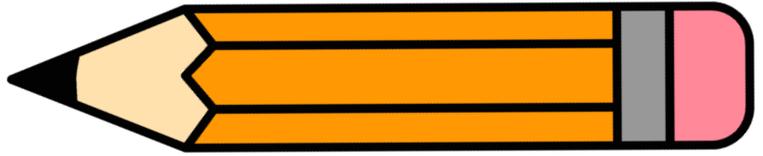
Please notify teachers if you plan to bring a special snack for your child's class. We are sensitive to children with allergies so all food items must be store bought and no nuts please.

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

At times, the teacher may decide it is a beautiful day to be outside but the playground is wet. In this instance it is best to take a walk and experience the school and/or church campus. When these occasions arise we will not send home a specific field trip notice. The teachers will let parents know verbally or send a notification through brightwheel that they will be taking a short walk on campus. The children will be accompanied by the regular classroom staff.

TOILETING & DIAPERING POLICIES



TOILET TRAINING

With the exception of the young 2-3's full day class, 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 full day 2's class)

We are only permitted to change diapers in our full day 2's program. 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 full day 2's class)

If your child is not yet potty trained and is in the full day 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

Emmanuel Faith Preschool will provide snack daily for children enrolled. During the school day all children will be provided a morning snack. Children attending our full-day program will be given an afternoon snack. The weekly snack schedule can be viewed on our preschool website, licensing board, and parent boards in each classroom.

Lunches will be provided by parents in a labelled lunch box. 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 lunch include a protein, vegetable, fruit, grain and dairy. Please include something to drink. Water is best, but other choices may include milk or 100% juice. Please do not send soda, 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 a 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 juice, 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, and we will do all we can to save the child from embarrassment. 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 to those for "Share Time." 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.**



CURRICULUM

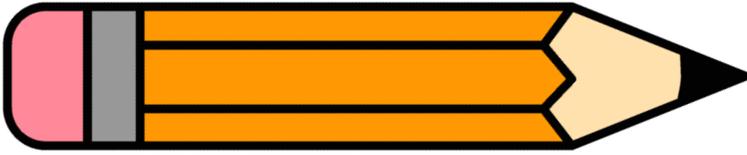
The Creative Curriculum® for Preschool is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It is designed to help educators at all levels of experience plan 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.

The Gospel Project for Preschool takes preschoolers on a chronological journey through God's big story—the story of redemption weaved through Scripture, from Genesis to Revelation. When preschoolers truly experience the gospel, they are forever changed. It is the gospel, not good behavior, that transforms hearts. The gospel changes everything.

Gospel Project is a faith-based curriculum we use at Emmanuel Faith Preschool. The Gospel Project curriculum helps teachers to align curriculum used on Sunday mornings to partner with parents in developing their child on a spiritual level.

Teachers are provided a weekly lesson outlining a story from the bible to highlight. The lesson includes a bible passage, story point, key passage and a big picture question. Teachers highlight the lesson throughout the week by reading stories from the bible, integrating biblical principles, using puppets, acting out stories, songs, flannel stories, artwork and more. Gospel Project has prepared information for families to partner alongside teachers and discuss lessons and key principles which is emailed to parents weekly.



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.

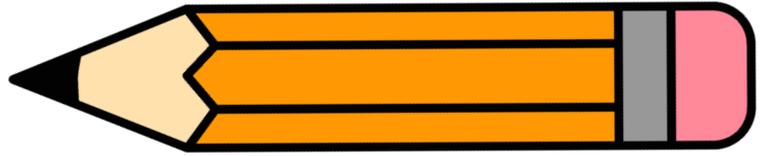
FOR THE THIRD INSTANCE OF DISRUPTIVE BEHAVIOR:

THE CHILD WILL BE BROUGHT TO THE DIRECTORS OFFICE TO TALK ABOUT THE CHOICES THE CHILD HAS MADE. THE DIRECTOR AND CHILD WILL 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 staff, family and child. If the behavior plan doesn't work, the parents 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.

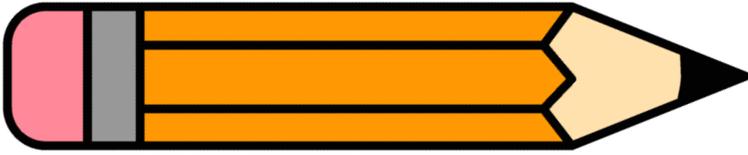
ARRIVAL & DEPARTURE

Preschool name tag: When you arrive in the morning, please print out your child's preschool name tag in the foyer of the Children's Center. (NOTE: the name tag does not sign your child for the day). When you arrive in your child's classroom please make sure a teacher is present and is ready to accept child. 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.



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 from your child's teacher or the Preschool Director as an additional form of communication.

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 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. This is to ensure that the child is ready for a day at school. 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 clean the wound with water, apply a bandage if necessary 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 notify you to let you know.

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.

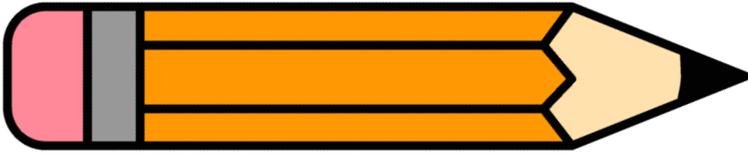


MEDICATION

When a child needs medication to be given while at school, please give the medicine to the Director. Prescription medicine must be in the original container with the doctor's name, child's name and prescription number. Over the counter medication must be accompanied by a written note from the parent signed and dated, stating dosage amount, why the child needs the medicine and when it is to be given to the child. At the appropriate time we will administer the medication and document the time and dosage. Upon request we will give you a copy of the medication chart.

If you would like sunscreen to be applied to your child while at school, we must have written documentation for the specific sunscreen you would like to be applied to your child. Please obtain and complete the appropriate form from the preschool office and submit it along with the sunscreen. 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 school director 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 Director 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 OR BY VISITING OUR WEBSITE.

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, they need to see the Preschool Admin 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.

In the event of an emergency, we will have emergency food and water for your child.



Beginning Life with God

God loves people. He loves YOU and wants a life-giving relationship with you. The problem is that all of us have done things that have severed us from God and the life He designed us to live. The Bible calls this sin and the consequence is that we are separated from Him which leads to death. But God in His mercy sent Jesus Christ to live a sinless life and to die on a cross to pay the price for sin and to rise from the dead to give life.

If you believe in Jesus and what He has done, God will save you by His grace and give you new life in him. His forgiveness is a life-giving gift that none of us deserve on our own merit. Simply by admitting to God your need for Him and trusting that Jesus died and rose again, you can begin a life with Him. This is good news!

If you would like to read our complete Statement of Faith, see our [website](#). We look forward to seeing you and your family grow.

From "Article V" of the Emmanuel faith Community Church Constitution

Our Commitment to Marriage, Families and Individuals

We believe that God designed marriage to reflect the beauty and permanence of Christ's loving relationship with his bride, the Church (Ephesians 5:22-33; Revelation 19:7). We also believe God established marriage to be a lifelong, exclusive relationship between one man and one woman (Matthew 19:4-6). Therefore, we are deeply committed to preserving and strengthening marriages, families and all individuals attending our Church.

We believe that life begins at conception (Psalm 139:13-16), that every child is created by God for a purpose (Jeremiah 1:4-5; Galatians 1:15) and is a gift from God (Psalm 127:3). We also believe that God gives the primary responsibility of training children to the parent(s), being charged with giving discipline and instruction of the Lord according to biblical principles (Ephesians 6:4). Therefore, we are deeply committed to helping all families by providing biblical resources and encouragement so that all can grow to be like Christ (Ephesians 4:13).

Note: In addition, we are committed to helping those who have been hurt by past experiences or are struggling in their marriages and families. We want to walk with and be a help to those who are broken. We are people who have found hope and help in Jesus. Let us know if we can be a help to you in any way.



A summary of What We Believe

We believe the Scriptures are the inspired Word of God. God chose the writers with all their unique personalities and writing styles to express the very words that He intended. The Bible is our only infallible guide for faith and practice. (2 Timothy 3:15-17)

We believe in one God, the creator of heaven and earth, who has always existed in three persons: God the Father, God the Son and God the Holy Spirit. These three are equal in their glory, the same in their character and deserve the same honor. (Matthew 28:19-20)

We believe in God the Son, Jesus Christ, who became human without ceasing to be God in order to reveal God's love for people. He was born of a virgin, lived a sinless life, died on the cross for our sin and rose again to give us life. (John 1:1-14)

We believe in God the Holy Spirit who convinces people of their sin, gives life to those who trust in Jesus as Savior and then unites them into one global church family. The Spirit permanently lives in those who believe, guarantees their place in God's Kingdom, guides them as they yield to his leading and empowers them to serve Him and others. (John 14:16-17, 16:7-11)

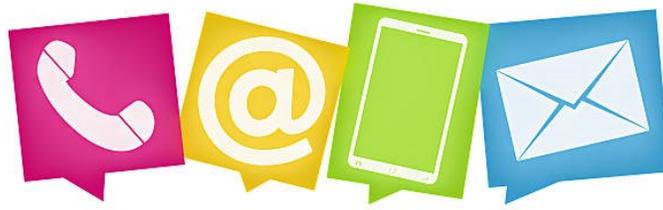
We believe the humans were originally created in the image and likeness of God. But they chose to disobey and became separated from Him. The result is that all of humankind is alienated from life with God and desperately need His saving grace. (Ephesians 2:1-3)

We believe that salvation from the consequence of sin is a gift of God's grace. No one can earn or deserve His forgiveness based on genuine efforts to do good. It is only by faith in what Jesus did when he died on the cross and rose again that anyone is forgiven and has lasting life. (Ephesians 2:8-9)

We believe that it is God's plan for everyone who believes in Jesus to follow His example in how they live; by loving Him and others and by doing the good that He intends. (Ephesians 2:10)

We believe that Jesus is coming back as he promised to take those who believe to be with Him. In the future God will reestablish His reign on earth and that all people will be judged by Him. Those who have trusted in Jesus will enjoy life with Him while those who do not will be separated from Him forever. (1 Thessalonians 4:13-18)

(Note: For a full version of our Statement of Faith see the EFC Constitution and By Laws.)



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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