San Carlos Preschool

Parent Handbook for Services, Policies and Procedures



A Great Place to Grow

2022-2023



August 2022

Dear Parent:

On behalf of San Carlos United Methodist Church, I welcome your family to San Carlos Preschool. As we slowly emerge from the pandemic, we are ready to welcome your child to a safe and nurturing school. We are proud of the wonderful ministry that our preschool at San Carlos UMC provides to our community.

Under the capable and caring leadership of Preschool Director, Wendy Koza, our preschool offers a program that is focused on each individual child. The staff is made up of caring and highly qualified professionals. The grounds and facility are kept in excellent condition. We maintain strict compliance to all the county requirements and mandates for operation during these pandemic circumstances. Upholding the highest safety standards, we seek to provide the best care and learning environment for your child. Throughout your child’s education at SCUMP, we welcome your input and encourage your attendance at any of the Preschool Board Meetings. Information on the Board Meetings can be accessed through the Preschool office.

San Carlos United Methodist Church is committed to “Become Love” in our community and world. Please go to our website at [sancarlosumc.org](http://sancarlosumc.org/) for our current programs for children and families. We invite you and your family to join us for services Sunday mornings. Children’s Sunday school is offered at the 10:00 am service, with children checked in at the preschool gate. Children’s Sunday school classes are offered in Rooms 19 & 20 and children may be picked up there after the service. In the coming months, we hope to resume additional programs and services for families, including Preschool and Elementary Children’s Choirs. We hope you will join us. You are welcome here!

In Christ,

Rev. James Dollins

Senior Minister



619.464.4331

www.sancarlosumc.org

6554 Cowles Mountain Blvd.

San Diego, CA 92119

**SAN CARLOS UNITED METHODIST PRESCHOOL**

**♦ SUPPORT SERVICES ♦**

**OFFICE HOURS:** 7:00 AM to 4:00 PM

**PHONE NUMBER:** 619-464-4335 Fax: 619-464-5103

**DIRECTOR:** Director: Wendy Koza

**SUPPORT STAFF:** Assistant Director: Cindy Prodor

 Web site: **www.sancarlospreschool.com**

 Email us at: **wendyk@sancarlospreschool.com**

 **cindyp@sancarlospreschool.com**

**DIRECTOR:** Ms. Koza arranges programs, conferences, consultations, special events, health care evaluations, etc. Please feel free to contact Ms. Koza with any questions or concerns you may have.

**OFFICE STAFF:** Ms. Koza (Director) and Cindy Prodor (Assistant Director) are here to help you and your child in any way they can.

**TEACHERS:** Your child’s teacher will always be willing to make an appointment with you to give you feedback on his/her involvement in the classroom, to answer any questions and listen to any concerns you may have. This can be done by telephone or scheduling a conference.

**CHURCH MINISTRY TEAM**

**Rev. James Dollins,** Senior Minister

**Holly Culbertson,**Director of Children’s Ministries

**Michael Tyree**, Director of Music Ministries

**Church Office Hours:**  Monday through Thursday, 9:00 am to 4:00 pm.

**Services:**Please visit our website below for more information on Sunday worship, bible study, Children’s Ministry, and more.

                                                  Web site:[**www.sancarlosumc.org**](http://www.sancarlosumc.org/)

                                                  Email us at:    **scchurch@sancarlosumc.org**

**♦ PROGRAM ♦**

The staff at San Carlos United Methodist Preschool and Extended Day Care provides a high quality, safe and nurturing environment for your children. We respond to the needs of families by providing for the social, emotional, physical, intellectual, and spiritual development of our students. Our program promotes learning through developmentally appropriate, hands on, play-oriented activities. These activities are designed to develop the children’s self-esteem and positive feelings toward learning. They also promote the following goals:

**SOCIAL**

1. Respect adults and other children.
2. Make appropriate use of classroom toys.
3. Learn to be attentive and listen to others.
4. Learn to share cooperatively.
5. Learn to take turns.
6. Help with clean up.
7. Participate in a) group activities; b) discussions; c) Show and Tell day.

**EMOTIONAL**

1. Separate from parents with ease.
2. Express feelings in socially acceptable ways.
3. Express anger with words or actions that do not hurt others.
4. Have a caring attitude towards others.
5. Exercise self-control.
6. Achieve independence in personal needs.
7. Develop a positive attitude to new experiences.
8. Make appropriate decisions.

**PHYSICAL**

1. Participate in motor development.
2. Participate in a variety of outside activities.
3. Develop good health habits.
4. Learn the importance of rest and relaxation.
5. Be responsible for his/her own space and possessions.

**EDUCATIONAL, INTELLECTUAL AND ACADEMIC**

1. Develop a love for learning.
2. Develop an interest in books, reading and listening to stories.
3. Participate in educational games alone and as part of a group.
4. Play with structured and non-structured toys and materials.
5. Participate in all “centers.”
6. Develop an awareness of the environment in which they live.

**SPIRITUAL**

1. Staff example.
2. Monthly Chapel Time.
3. Observing Christian holidays.
4. Thank you prayers before snacks and lunch.
5. Music.

**♦ POLICIES AND PROCEDURES TO MEET BEHAVIORAL CONCERNS ♦**

1. **Policy**

 Unacceptable behavior is defined as any abusive, disruptive, uncooperative, disrespectful actions toward adults and/or children to the extent that another individual may get injured.

1. **Procedures**
	1. Child’s classroom teacher, director and/or daycare staff will meet to discuss unacceptable behavior.
	2. Teacher, director, and the parent(s)/legal guardian will have a conference to inform parent(s)/ legal guardian of the child’s unacceptable behavior and to gain insight as to what is happening at home.
	3. With parent(s)/legal guardian, a behavior modification plan will be drafted, agreed upon and put into action. An evaluation date will be set to check progress and policy and procedure for continual behavioral problems will be reviewed based on progress of stated outcomes.
	4. The director/teacher will continue to be in frequent contact with the parent(s)/legal guardian by phone, written notes or in person.
	5. Director/teacher will keep detailed notes of the child’s behavior and correspondence (verbal and/or written) with the parents.
	6. Another conference will be scheduled with the parent(s)/legal guardian, director, and teacher if no consistent improvement is shown. A decision will be made at this time, based on individual circumstances, for:
		* + 1. The parent(s)/legal guardian to seek professional guidance.
				2. The child to have a time limit on school hours; or,

c. The parent(s)/legal guardian to remove the child from school.

* 1. In extreme circumstances, the parent(s)/legal guardian will be called at home/work to come for the child immediately. If necessary, the director will instruct that the child cannot return until an agreeable behavior modification plan is established.

**♦ DISMISSAL POLICY ♦**

SCUMP reserves the right to request that alternative childcare arrangements are made if it is determined that a child’s needs cannot be met, or the child has not adjusted to the group care provided at the Preschool. SCUMP also reserves the right to require alternative childcare arrangements if your child’s behavior is disruptive to the program or poses an unsafe situation for your child or other children in the Preschool.

If you, the parent, or guardian, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or city regulation, or fail to follow SCUMP policies and procedures, it may be necessary to dismiss your child(ren) from the Preschool. SCUMP reserves the right to dismiss any child with/without cause or notice

 ♦ REPORTING CHILD ABUSE ♦

The State of California requires all childcare providers to report any suspected incident of child abuse or neglect. We are legally obligated to comply with these guidelines

**♦ GRIEVANCES ♦**

If a parent has a complaint/allegation against Preschool **administrative staff**, it should be given to the Sr. Minister in writing. The Minister is the Church Staff person in charge of the Preschool. Community Care Licensing can also be contacted at 844-583-8766. For concerns or issues with your child’s classroom teacher or other staff, please contact Ms. Koza in person, in writing at wendyk@sancarlospreschool.com or by calling her at 619-464-4335.