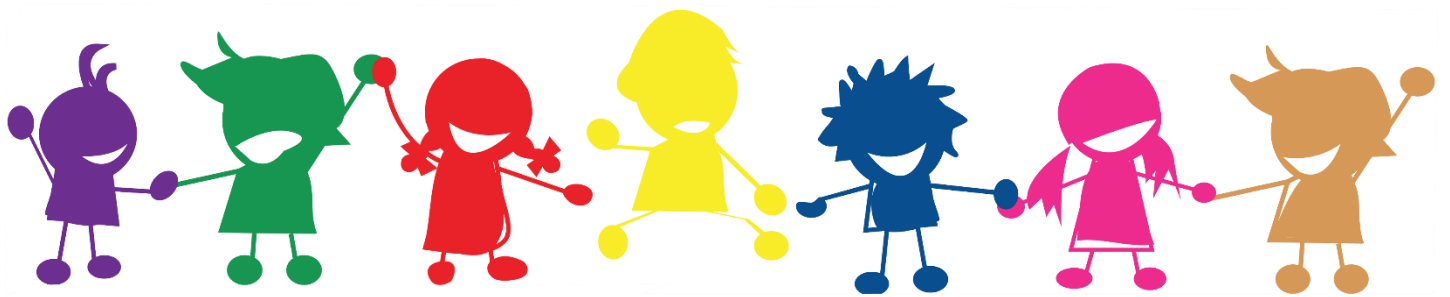


San Carlos Preschool

Parent Handbook for Services,
Policies and Procedures



A Great Place to Grow
2024-2025



SAN CARLOS CHURCH

UNITED METHODIST

August 2024

Dear Preschool Parent:

On behalf of San Carlos United Methodist Church, it is my joy to welcome your family to San Carlos UM Preschool (SCUMP). We consider it a true privilege to partner with you in offering care, education, and new friendships to your child.

Under the capable and caring leadership of Preschool Director Wendy Koza and a staff of trained and talented teachers, our preschool offers a program focused on each individual child. Our facilities and grounds are kept in excellent condition, and we uphold the highest of safety standards so that your child may thrive. 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.

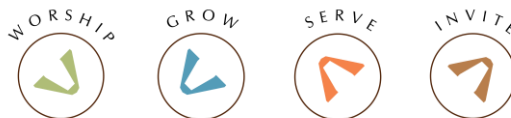
San Carlos United Methodist Church is committed to "Become Love" in our community and world. Please visit our website at sancarlosumc.org for our current programs for children, youth, and families. You are more than welcome to join us for services on Sunday morning at 8:30 and 10:00. Children's Sunday school is offered at 10:00 am. Both services offer nursery care for children from birth to 3 years of age.

Please see our church website for further information about Parents' Morning Out, Vacation Bible School, and more. Feel free to contact me with any questions about San Carlos UM Church.

Many Blessings,

Rev. James Dollins
Senior Minister

6554 Cowles Mountain Blvd.
San Diego, CA 92119



619.464.4331
www.sancarlosumc.org

SAN CARLOS UNITED METHODIST PRESCHOOL

◆ SUPPORT SERVICES ◆

OFFICE HOURS: 7:00 a.m. to 4:00 p.m.

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

DIRECTOR: Wendy Koza
Email: wendyk@sancarlospreschool.com

Ms. Koza arranges programs, conferences, consultations, and health care evaluations. Please feel free to contact Ms. Koza with any questions or concerns.

ASSISTANT DIRECTOR: Cindy Prodor
Email: cindyp@sancarlospreschool.com

Ms. Prodor manages the school database, children's files, medical and immunization records, and invoicing. Please feel free to contact Ms. Prodor with any questions or concerns.

ADMINISTRATIVE ASSISTANT: Valerie Zito

WEBSITE: www.sancarlospreschool.com

OFFICE STAFF: Ms. Wendy Koza (Director), Ms. Cindy Prodor (Assistant Director) and Ms. Valerie Zito (Administrative Assistant) are here to help you and your child in any way possible.

TEACHERS: Your child's teacher will always be willing to make an appointment with you to give feedback on his/her involvement in the classroom, answer any questions, and listen to any concerns you may have. There are several options to reach out to your child's teacher, including in-person, by email, messaging on the Bloomz app, or by calling the school office.

CHURCH MINISTRY TEAM

Rev. James Dollins, Senior Minister
Email: JamesD@sancarlosumc.org

Holly Culbertson, Director of Children's and Family Ministries
Email: hollyc@sancarlosumc.org

Michael Tyree, Director of Music Ministries
Email: michaelt@sancarlosumc.org

CHURCH OFFICE HOURS: Monday through Thursday, 9:00 a.m. to 4:00 p.m.

CHURCH SERVICES: Please visit our website below for more information on Sunday worship, Bible Study, Children's Ministry, and more.

WEBSITE: www.sancarlosumc.org
GENERAL INFO EMAIL: 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 age-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 (blocks, dramatic play, sensory, library, etc.)
6. Develop an awareness of the environment in which they live.

SPIRITUAL

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

◆ PARENT INFORMATION ◆

Instructional Hours Half-Day 8:30 a.m.-12:00 p.m. Full-Day 8:30 a.m.-4:00 p.m.

Hours of Operation Office hours are 7:00 a.m.-4:00 p.m.

Extended Daycare

Extended Daycare (EDC) is available from 7:00 a.m.-8:30 a.m. and 12:00 p.m.-5:00 p.m. @ \$8 per hour on days your child is in class, billed in half-hour increments.

Cell Phone Policy

Our campus is a **CELL PHONE-FREE ZONE**, so please do not use yours while on campus.

Drop-Off/Pick-Up and Classroom Procedures

- Parents and children will **enter and exit through gates by the office.**
- All children must wash their hands *BEFORE* going to the classroom. This is also recommended for adults.
- Children's water bottles must have a snap top lid that covers the straw. Water bottles will be placed on the shelf/cart outside the classroom.
- Classroom doors will open five (5) minutes before class begins.
- All children must be **SIGNED-IN** to class.
- Signatures are **REQUIRED** when taking children off campus. No signature at pick-up will result in a \$25 charge.
- Be prepared to have your ID checked. Please inform anyone with permission to pick-up know that if a staff does not recognize them, they will be carded. If they are not on the child's authorized pick-up list and do not have a photo ID, the child will not be released to them.

Late Pick-Up

Any child scheduled for half-day attendance who is picked up after the 3.5-hour class will be signed into daycare, given a hot lunch for \$3.50, and charged the \$8 per hour rate. Full-day children need to be picked up no later than 4:00 PM, or they will be signed into daycare and charged the \$8.00 per hour rate. Extended daycare closes at 5:00 PM. In an emergency, when the parent cannot be at the school by 5:00, it is his/her responsibility to contact the school and plan to have the child picked up. Any child picked up after 5:00 P.M. will be charged \$25.00 for any portion of the hour they are late. If a child is picked up late three or more times, they will no longer be able to use daycare.

IF the parent has not contacted the school or has not arrived to pick up the child within one hour of the close of EDC, and no one can be reached at the emergency phone numbers given by the parent in the child's records, the local police will be contacted. The police usually transport the child to Polinsky Children's Center. School staff are unable to transport children.

◆ **LICENSING PAPERWORK & IMMUNIZATIONS** ◆

Every child is required to complete a **medical assessment** performed by a physician licensed in the state of California within 30 days of their start date. All other paperwork is to be completed and on campus on the first day of attendance – no exceptions.

Immunizations children must meet the California Department of Health requirements for entry into a daycare or preschool program. If a child is missing doses, a letter from a state-verified physician is required to detail the shot schedule to bring the child up to date. This letter will be placed in the child's file. If a scheduled dosage is missed, there is a 10-day grace period to complete the vaccination process. The preschool reserves the right to suspend a child who is not up to date or scheduled to complete vaccinations.

Incomplete paperwork or lack of proper immunization is grounds for suspending attendance.

◆ CHILD AND CLASSROOM INFO ◆

Classroom Sizes

We enroll twelve children in a class. Classrooms are age-based and set at the director's discretion.

Snack & Lunch Services

Snacks will be prepared and placed in baskets for teachers to take to their classrooms. Teachers will wear gloves while serving snacks. Extra food will be supplied, as needed, from the kitchen. Half-day students staying for daycare can purchase a lunch for \$3.50. Hot lunch is included in the full-day tuition. Parents can pack a sack lunch; however, no credit will be provided on billing statements.

Show & Tell

The classroom teacher sets the days for show-and-tell. Sharing items should be appropriate for the curriculum. Guns/weapons, action toys, sharp toys, coins, marbles, or other items that may be put in the mouth/ears/nose are NOT PERMITTED. Please send only one (1) item for sharing day.

Outside Play

Classrooms go outside on a 45-minute rotation schedule. The forest, slide, and swing area, Fellowship Hall, and grass area are utilized. Children commingle with other classrooms outside.

Rest Time

According to Community Care Licensing, all children staying after regular class time, or full-day children must nap/rest. San Carlos Preschool provides a minimum of 40 minutes of rest or quiet time starting at approximately 1:00 p.m. Those children who complete the 40 minutes are provided quiet activities until napping children awake. Transition from nap begins at 3:00 p.m. All cots will be placed with children positioned head to foot. The school provides nap bags. Parents should include a crib sheet, a small blanket, and one small stuffy in the nap bag. Napping items will not be stored on campus. Nap bags will be taken home daily and returned the next morning.

Clothing/Extra Clothing

Play clothes are recommended and should be simple enough for the child to manage by themselves. Outdoor explorations (mud, water, etc.) and creativity are important components of our program. Children work with various art media, and while smocks are provided, it is difficult to prevent all contact with art supplies and outdoor materials.

Children are required to have two sets of extra clothes in case of an accident. Extra clothes must be placed in a large zip-lock bag labeled with the child's name. These extra clothes will be kept in the classroom. Soiled clothes will be returned home in a zip-lock bag.

Personal Information

If designated "yes" in the registration packet, contact information may be given to other parents. We do not share families' personal information unless legally required.

Parent Photography/Social Media Posts

Parents who take pictures of students on campus and wish to post on any social media platform such as Facebook, Instagram, TikTok, etc., must blur out the faces of any child that is not their own.

School Photography/Video/Social Media Releases

Staff may take candid photographs of the children for use on bulletin boards at school. Parents must agree to or decline permission for the school to take digital images of their child(ren) and use them for marketing, promotional materials, and social media applications such as Facebook, Instagram, TikTok, etc.

Observations and Conferences

Observations are sent home in January and June. However, if you would like to confer with the teacher at anytime, please contact them directly. Conferences are scheduled in February and/or March.

Routine Communication & Updates

Newsletters will be sent via email each month from the office. Teachers send weekly emails and post on bulletin boards outside each classroom to keep you informed of the daily activities of your child's class.

Holidays & Birthdays

We observe the same holidays and time off as the San Diego Unified School District (SDUSD).

Birthdays may be celebrated at school. Please discuss arrangements with your child's teacher beforehand and observe any food allergy restrictions in your child's class.

◆ HEALTH, ALLERGIES AND MEDICATION ◆

Health Information

Only well children may attend school. Do not send children to school who are taking over-the-counter medications (such as fever reducing, anti-diarrhea, allergy medications, etc.) in the last 24 hours that are not documented in their file by their pediatrician. Please refer to the "Exclusion Policy" for more information.

Allergies and Special Needs

All allergy-related paperwork MUST be on campus, along with medication, on the first day of school. All staff are informed about children with allergies and what emergency medical action plan is in place. All parents with a child in a classroom with a food allergy must sign a letter of acknowledgment. Chronic Medical Condition forms are available for those children with chronic non-contagious issues. Please request one from the office.

Medications, Sunscreen, and Lotions

As required by law, all medications given at school must be prescribed by a doctor, provided in their ORIGINAL CONTAINER, and not be expired. When prescriptions are filled, ask for two original containers – one for home and one for school.

ALL MEDICATIONS MUST BE GIVEN TO THE OFFICE, AND A MEDICATION AUTHORIZATION FORM MUST BE COMPLETED.

PLEASE PUT SUNSCREEN ON CHILDREN BEFORE COMING TO SCHOOL.

If you want the preschool staff to apply a topical ointment such as sunscreen, lotion or Chapstick, you must complete a permission slip and provide the product directly to the teacher. Do not leave any topical ointments in your child's backpack or bag.

Vision Screening

Elk's Preschool Vision Screening Program provides a free vision assessment on-site. To have your child participate, sign the form provided in the parent packet.

◆ TUITION/DISCOUNTS & BILLING ◆

<u>Monthly Tuition Rates:</u>	<u>Half-Day 8:30-12:00</u>	<u>Full-Day 8:30-4:00</u>
	\$425.00 2 days-T/TH	\$625.00 2 days-T/TH
	\$550.00 3 days-M/W/F	\$850.00 3 days-M/W/F
	\$825.00 5 day-M-F	\$1,260.00 5 days-M-F

Monthly tuition is figured on a 37 week/9-month school year. Tuition payments remain consistent from September through May. The month of August is prorated on a weekly rate. No adjustments for holidays, illnesses, or vacations during the school year exist.

Tuition Discount

The following family tuition discount will be applied during the regular session for the second child when there are two children in one family (except for June): 2-Day: \$75.00, 3-Day: \$100.00, 5-Day \$150.00. Discounts for three children in one family (except for June): 2-Day: \$100.00, 3-Day: \$150.00, 5-Day \$175.00.

Military Discount

The following monthly tuition discounts will be applied for military families: 2-Day: \$75.00, 3-Day: \$100.00, and 5-Day: \$150.00.

Billing and Payments

Tuition bills are emailed at the beginning of the month and are due within 10 days of being sent.

PayPal/Credit/Debit Cards (a convenience fee, which is determined by the credit card company, will be applied to the next statement).

Payments can be made through the church web page. Instructions on how to access this feature will be provided with your invoice.

Personal Checks

A locked box is located outside the office to limit the traffic in the office so you can drop off checks. The locked box will be emptied multiple times throughout the day. Please write your child's name in the memo line.

Bill Pay (not electronic debit)

Your bank may offer another payment option. Please schedule payments through your bank upon receipt of the monthly invoice. Please inform the office if you choose this payment option, as the checks may come past the due date.

Cash

Cash payments are accepted inside the office. We cannot provide change so any amount paid over the amount due will be credited towards next month's statement.

Delinquent Accounts/Returned Checks

All payments are past due 11 days after the billing date each month. This is based on the drop-off date, not the date on the check.

Delinquent accounts will be assessed with a \$25.00 late fee. Parents whose payments are delinquent will be notified and given five (5) days to pay their bill or contact the office. If there is no response, the child will not be allowed to return until payment has been made or arrangements for a payment plan have been made with the office.

There is a \$25.00 charge for all returned checks.

Withdrawal

For withdrawals from the program, a minimum of 10 days' notice is required. The notice must be in writing via email or hard copy and delivered to the office.

◆ EMERGENCY EVACUATION INFORMATION ◆

Name of Program	San Carlos Preschool
Program Address	6554 Cowles Mtn Blvd, San Diego, CA 92119
Emergency Contact	Wendy Koza or Cindy Prodor
Emergency Contact Phone Number	619-464-4335
Evacuation Scenarios:	
In the event the facility must be evacuated because of a confined emergency and depending on conditions, the staff and children will leave the building and relocate to either the lower church parking lot or the back driveway by the exit leading to Cowles Mtn Ct.	
In the event the facility must be evacuated because of an emergency in the immediate area , the children and staff will relocate and assemble at:	Silverman Preschool 6660 Cowles Mtn Blvd San Diego, CA 92119
Contact at Assembly Area	Jen Low, Director
Assembly Area Contact Phone Number	619-697-1948
In the event the facility must be evacuated to a remote area , the children will be transported by car and assemble at:	St. Andrew's Lutheran Preschool 8350 Lake Murray Blvd San Diego, CA 92119
Contact at Assembly Area	Meri Jo Petrivelli, Director
Assembly Area Contact Phone Number	619-464-4211
Medical Emergencies will be transported to:	Grossmont Hospital 5555 Grossmont Center Dr., La Mesa 91942 619-740-6000

◆ CLEANING AND DISINFECTING INFORMATION ◆

Cleaning, Sanitizing, and Disinfecting Schedule

Teachers will follow the cleaning, sanitizing, and disinfecting schedule below:

Cleaning (soap & water)

<i>Hand washing sinks and faucets</i>	<i>Before & after use</i>
<i>Mixed-use tables, plastic toys, cots</i>	<i>After use</i>
<i>Hats/play activity centers</i>	<i>Daily at the end of the day</i>

Clean (soap & water) and Sanitize (bleach & water)

<i>Mixed-use tables</i>	<i>Before use</i>
<i>Plastic toys</i>	<i>Daily at the end of the day</i>

Clean (soap & water) and Disinfect (Re-Juv-Nal & water)

<i>Doors & handles, light switches, countertops, sinks & faucets</i>	<i>Daily at the end of the day</i>
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Our cleaning service comes nightly to disinfect the classroom floors, bathrooms, and kitchen area.

◆ POLICIES AND PROCEDURES TO MEET BEHAVIORAL CONCERNS ◆

I. 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.

II. Procedures

1. Child's classroom teacher, director and/or daycare staff will meet to discuss unacceptable behavior.
2. The teacher, director, and the parent(s)/legal guardian will have a conference to inform the parent(s)/ legal guardian of the child's unacceptable behavior and gain insight into the child's behavior.
3. A behavior modification plan will be drafted, agreed upon, and implemented with the parent (s)/legal guardian. An evaluation date will be set to check progress, and policy and procedure for continual behavioral problems will be reviewed based on the progress of stated outcomes.
4. The director/teacher will continue to frequently contact the parent(s)/legal guardian by phone, written notes or in person.
5. The director/teacher will keep detailed notes of the child's behavior and correspondence (verbal and/or written) with the parents.
6. If no consistent improvement is shown, another conference will be scheduled with the parent(s)/legal guardian, director, and teacher. A decision will be made at this time, based on individual circumstances, for:
 - a. The parent(s)/legal guardian to seek professional guidance.
 - b. The child to have a time limit on school hours or,
 - c. The parent(s)/legal guardian to remove the child from school.
7. In extreme circumstances, the parent(s)/legal guardian will be called immediately to remove the child from SCUMP. The director will instruct the parent/legal guardian 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 be 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, other children, or staff in the preschool.

If the parent(s)/legal guardian is uncooperative in completing and returning forms, fails to pay tuition on time, fails to follow any state or city regulation, or fails 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 a preschool teacher, it should be given to the preschool director. If there is a complaint/allegation against the **administrative staff**, it should be given to the Senior Minister in writing. The Senior Minister is the Church Staff 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.