



ST. ANDREW'S

PRESCHOOL

Preschool Parent Handbook

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Welcome

Welcome to St. Andrew's Preschool. We are delighted to have you join us as we teach and guide your child(ren). Please read through this handbook to understand our philosophy, goals, and procedures. Thank you for entrusting us to partner with you in your child's education and care.

Preschool Philosophy and Values

The following explains our beliefs as a church, as a preschool, and as educators and how we plan to engage with each child in our care.

We inspire children to wonder, discover, and excel.

St. Andrew's Preschool inspires a sense of wonder in every child, teaches children to discover foundations for faith and learning, and prioritizes your child's unique development for them to excel.

Wonder

- We *inspire* a sense of wonder in every child.
- We want them to gasp, laugh, and be curious about their world, and encounter Christ's love.

Discover

- We *teach* children to discover foundations for faith and learning.
- We use experiences and environments as tools that nurture a love for God and a love for learning.

Excel

- We *prioritize* your child's unique development for them to excel.
- We use the latest research and best practices, so your child graduates academically prepared, socially developed, and ready for their next stage of life.

Our Approach

We help children discover a love for God and for life as an extension of our neighborhood church with global impact. We do this by partnering with families to empower and equip parents to raise children who love Jesus and are emotionally, socially, and academically prepared for the world. We create environments where children discover themselves and each other and learn through guided play. Our teachers develop authentic, meaningful relationships with each child in an interactive, play-based environment where children acquire the foundations for reading, writing, logical thinking, and problem-solving.

Our Philosophy

We are a Christ-centered developmental preschool. Our developmental approach considers a child's need to explore and express their ideas in a variety of ways such as imaginative play, discussion, art, building, and socializing. In our environment, play is seen as the child's work, and it is the means by which our children discover and learn in the world. We seek to provide an environment that is nurturing to each child's spiritual, social, emotional, and academic needs. We do this by creating environments and experiences that inspire a sense of wonder in our children's hearts and help them discover their world in new ways.

Our Curriculum

Our curriculum starts with play and spans across indoor and outdoor environments where each child's curiosity is curated through playful learning and meaningful hands-on experiences. In our developmental approach, children are not only allowed but ultimately encouraged to grow at their own pace. We will keep parents apprised as to major developmental benchmarks so you know how to lead, nurture, and empower your child at home. We will also nurture each child's faith through daily Bible stories and prayer and monthly chapel. Our curriculum fosters growth in children spiritually, emotionally, physically, socially, and intellectually and helps them develop into confident, competent, and caring individuals and lifelong learners. Each day will certainly be fun and may include paint, dirt, planting seeds, playing music, making food, discovering Jesus, and exploring how to learn. Our curriculum aligns with the California Early Learning Foundations, and we intentionally partner with each family so that every child is ready for their next steps of learning and life.

Our teachers are Christ-following professionals who are all professionally trained in early childhood education and hold CPR/First Aid certifications.

Our Values

- Every child has the opportunity to learn about Jesus' love for them.
- We inspire children to wonder, discover, and excel.
- We embrace a developmental educational model.
- We partner with families for their child's growth and development.

Preschool Contact Information

St. Andrew's Preschool
600 St. Andrews Road, Newport Beach, CA 92663

Main Telephone: 949-574-2232
Director: Andie Ruth | andier@sapres.org
Website: sapres.org/preschool

Enrollment

Enrollment is open to any child able to benefit from the program who is at least two years old by July 1st.

Every student admitted into St. Andrew's Preschool is given a transitional/grace period of 60 days. If at any point after the transitional/grace period we observe that your child is emotionally distressed and is not transitioning well into school, and/or we document atypical behavior or a delay in developmental progress, it will be brought to the parent's attention. Depending upon the situation, we may recommend additional assessments or outside services or direct families to the appropriate resources/programs. The preschool reserves the right to deny acceptance or remove a student from our program if the Director determines that we cannot meet the child's academic, developmental, or social-emotional needs or if the student's family has not followed

through on our recommendations or procured the necessary services required to provide the child enough support to be successful in our classroom environment.

Children may be enrolled in two-, three- or five-day sessions. We offer half-day, school-day, and early care options.

Non-Discrimination Policy

St. Andrew's Preschool admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to students of the preschool. The preschool does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its policies.

Parent Portal: Brightwheel

We use a preschool-management software to register, communicate, receive payments, and update you on all things regarding our preschool. Brightwheel is an industry-leading software we are sure you will love. To access, go to sapres.org/preschool and click on the "parent portal" button.

Tuition and Fees

Tuition payments are made via Brightwheel. Tuition is assessed based on the tuition plan agreement made during registration through your Brightwheel account.

Start and end dates, vacations, and holiday periods are factored into the payment schedule. No refunds will be given for absences or unforeseen school closures.

All tuition payments and fees must be current to enroll your child for any upcoming term and before any registration forms will be accepted.

Tuition is due the 1st of each month, September-May. Tuition is considered late after the 10th of the month, and a fee of \$25 will be added to your bill. If tuition payments are more than a month delinquent, the parents may be asked to remove their child from the school and enrollment may be terminated.

Registration Fee

An annual, non-refundable, non-transferable registration fee will be required upon filling out an enrollment application.

Withdrawals

A student enrolls for the full term. If he/she must withdraw, we require a 30-day written notice, and tuition continues to be paid during any absence.

Parent/Guardian Contact Information

Please ensure we have your most accurate contact information on file to be able to effectively communicate with you in an emergency. Contact information, including additional adults approved for pick up, should be updated as soon as new information is available. Contact information should be updated on Brightwheel.

Calendar

Before the school year begins, we will add community events, field-trip dates, and fun days to the calendar which will include our annual fundraiser, mom's night, dad's night, art night, and more.

August:

Aug 29 (M)-Sep 9 (F) Home Visits

September:

8 (Th) Parent Orientation Night, 6-7 PM

12 (M) First day of school for 3-day, 5-day Pre-K, & 5-day TK

13 (Tu) First day of school for 2-day

October:

5/6 (W/Th) Children's Chapel, 9:15 AM

17-21 (M-F) Preschool Student Portrait Fundraiser with Julie Norton
Photography

28 (F) Pre-K and TK classes Halloween parade, 9:30 AM

28 (F) Fall Fest, 6-8 PM, Preschool parking lot

November:

2/3 (W/Th) Children's Chapel, 9:15 AM

11 (Th) NO SCHOOL-Veteran's Day

16-17 (Th-F) NO SCHOOL-Parent/Teacher Conferences

23-25 (W-F) NO SCHOOL-Thanksgiving Break

December:

7/8 (W/Th) Children's Chapel, 9:15 AM

14/15 (W/Th) Children's Christmas Sing-along, 11:30 AM, Sanctuary

23-30 (F-F) NO SCHOOL-Christmas Break

January:

2-6 (M-F) NO SCHOOL-Christmas Break

9 (M) School Resumes

9-12 (M-Th) Vision Screening

11/12 (W/Th) Children's Chapel, 9:15 AM

16 (M) NO SCHOOL-Martin Luther King, Jr. Holiday

February:

8/9 (W/Th) Children's Chapel, 9:15 AM

20-24 (M-F) NO SCHOOL-President's Recess

March:

1/2 (W/Th) Children's Chapel, 9:15 AM

15-16 (W-Th) NO SCHOOL-Parent/Teacher Conferences

April:

5/6 (W/Th) Children's Chapel, 9:15 AM

9 (Su)	Easter Sunday
10-14 (M-F)	NO SCHOOL-Spring Recess
May:	
3/4 (W/Th)	Children's Chapel, 9:15 AM
TBA	Grandparent's Day-2-day & 5-day TK classes (rooms 206/207)
TBA	Grandparent's Day-3-day & 5-day Pre-K classes (rooms 113)
29 (M)	NO SCHOOL-Memorial Day
31 (W)	Children's Chapel, 9:15 AM
June:	
1 (Th)	Children's Chapel, 9:15 AM
8 (Th)	Last day of school for 2-day classes
9 (F)	Last day of school for 3-day, 5-day Pre-K & TK classes
9 (F)	TK & Pre-K Graduation, 11:15 AM, Sanctuary

Program Schedule

St. Andrew's Preschool is open from 8:00 a.m. to 3:00 p.m., Monday through Friday. The school day officially begins at 9:00 a.m., and all students are expected to arrive by that time.

Our program options include the following:

- Early Drop Off: 8:00 a.m. — 9:00 a.m.
- Preschool: 9:00 a.m. — 12:30 p.m.
- Extended Day: 12:30 p.m. — 3:00 p.m.

Daily Expectations

Preschool Arrival

School begins at 9:00 a.m. Please help your child to arrive at school on time. Beyond missing out on fun activities and routines, children sometimes feel uncomfortable when they arrive after everyone has become involved in play activities or circle time. Students cannot be accommodated before their designated arrival time.

Preschool Departure

Please be prompt in picking up your child at 12:30 p.m. If you need to pick up your child early, notify the teacher and sign your child out. If you are in our extended day program you may come any time after 12:30 to sign your child out. A child is only released to their parents or a legal guardian with the following exceptions:

- The person picking up your child is listed on the child's registration form.
- A pick-up release is complete.
- A written note is given to the child's teacher with the authorized person's name and phone number.
- You contact the preschool office with the authorized person's name and phone number.
- We will obey any court orders or restraining orders issued by the courts regarding the student.

*Please note, our school day only allows us to care for students for up to 6.5 hours. This means if you drop your child off at 8:00 a.m. you must pick them up by 2:30 unless they are enrolled in

our full-day TK program where they will be transferred to our after-school elementary program, (WATCH).

Sign In and Out Policy

California State Licensing Title 22 Article 101229.1 requires that each child be signed in and out each time the child attends class by a parent/guardian using their full legal signature.

Late Pick-Up Policy

A late fee of \$1.00/minute will be assessed after 5 minutes. Please call the Preschool Office immediately if there are extenuating circumstances. If you are late, dues will be added to your Brightwheel account.

Car Seat Law and Transportation

Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back set of a vehicle until they are at least 8 years old or 4'9" in height. St. Andrew's Preschool does not provide transportation to or from school.

Child Supervision

Children are required by state law to be supervised by parent/guardian or teacher at all times while at St. Andrew's Preschool. No child should be left in the classroom, playground, parking lot, or any part of our facility by state law.

School Attire

Please send your child in comfortable, washable play clothes and appropriate shoes. For the safety of the child, appropriate shoes must be worn while riding bikes or playing in the parking lot area. Clothing that is difficult for the child to manage (i.e. belts, buttons, etc.) should not be worn. Please be sure children are dressed appropriately for the weather and independent toileting.

Extra Clothing

Due to messy play and accidents, please provide one extra set of clothing including pants, shirt, underwear, and socks. Label these clothes and put them in a labeled Ziplock bag.

Important Reminders

- Please remember to drive slowly in our parking lot.
- Be sure to close the gate after entering and when leaving the schoolyard. Do not let your child open the gate.
- Children may not be left in a vehicle unattended. In California, leaving a child aged 6 or younger inside a motor vehicle without the supervision of someone at least 12 years old is illegal.

Snacks/Lunch

Snack

Please provide healthy snacks (and lunches for extended days) for your child each day they come to school. We have a policy of no peanut butter in all classrooms.

Healthy Snack Ideas

Mini bagels and cream cheese
Cubed cheese
Graham crackers
Yogurt
Carrots & dip
Raisins
Granola bars
Pretzels

Pizza
Bananas
Cut fruit (strawberries, grapes, melons,
oranges, etc.)
Finger sandwiches
Mini muffins
Mini quesadillas

Birthdays

Birthdays are a special time for preschool children. Cupcakes, cookies, or muffins are acceptable to celebrate. Please coordinate with your child's teacher.

Lunch Policy

- No peanut butter in any form
- Must provide utensils if needed
- Staff will not heat items for a student
- No candy
- Label lunch box and all containers
- All uneaten food and wrappers will be sent back home

Food Allergies

All food allergies need to be on file. Every child that needs an EpiPen to be stored at school for emergencies will need to fill out a "Food Allergy & Anaphylaxis Emergency Care Plan." The form is located in Brightwheel.

Chapel

We have Children's Chapel once a month. This is a special worship time for children as they enter God's house to hear His word. We have chairs in the back so parents may join us. The children experience prayer, songs, and a special Bible story.

Potty Training

We recognize that every child develops at their own unique pace, and potty training is no exception to this rule. Children do not have to be potty trained to be enrolled in the preschool. Our teachers partner with parents to provide children with consistent care and routine during this process.

Potty Training Readiness Checklist

Verbal Stages of Readiness

- Basic verbal skills: The child is able to speak in three-to-four-word sentences
- Stage 1 - The child tells you he/she has a wet diaper, and recognized when he/she is wet.

- Stage 2 - The child tells you he/she is wetting and recognizes the sensation of urinating or a bowel movement.
- Stage 3 - The child tells you he/she will wet, can control himself/herself, and uses the potty.

Physical and Psychological signs of readiness

1. Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement).
2. Can recognize when the diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move his/her bowels).
4. Adults can recognize when the child is moving his/her bowels (child is deliberately moving bowels).
5. Can undress and pull up his/her own pants (important because this is the work of the child, not the caregiver).
6. Initiates interest in using the potty and asks to wear underwear instead of a diaper.
7. Wants to be independent, which is very important for the learning process.
8. Child is emotionally ready and is open to learning (is the child generally cooperative?)
9. Can follow three and four-step instructions (this is critical for learning to urinate or move bowels, wipe himself/herself and wash hands)
10. Can consistently use words or gestures to communicate that he/she needs to go potty.
11. Can physically get to the potty and sit on it without help.
12. Must show a willingness to want to sit on the potty and understand its function.

Potty Training at School

When you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and our preschool is very important.

- We encourage parents to communicate with their child’s teacher before the potty-training process begins.
- The child must be showing signs of readiness and ability to control their bladder and bowel movements.
- The child must be kept in a diaper, pull-ups, training pants, or underwear.
- Please keep in mind that the high activity level here in the classroom may distract your child from responding to the urge to use the potty more so than at home.
- Staff will never put a child on the potty unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the CDC. They are required to put soiled clothing in a plastic bag for you to take home and wash.

- Please send your child with loose-fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the potty frequently throughout the day.
- Parents are required to supply the diaper/pull-up, wipes, and extra clothing (including socks) daily.

Teachers will communicate with the family as to how potty training is going. We will potty train for a period of 3-4 weeks and then assess how the child is doing. If we are finding that the child is not ready, we may recommend trying again at a later date.

Health and Safety

All students must have received the state-required immunizations prior to enrollment. Immunizations must be kept current throughout their enrollment in our program. All students must have a pre-admission health evaluation completed by a licensed physician.

Our preschool program is licensed for well-child care. If for any reason the student cannot fully participate in all activities indoors and outdoors, then they must be kept home. Please notify the preschool by 9:00 a.m. if the student is unable to attend. Phone: 949-574-2232

Illness

Children with infectious diseases or any of the following symptoms should not attend school:

- Vomiting within the last 24 hours
- A current fever (100.4 degrees or higher) or a fever in the previous 24 hours
- Red throat or tonsillitis
- Earache
- Swollen glands
- Skin eruptions or rashes
- A cold less than 3-days old
- Nausea
- Diarrhea-change in consistency, frequency, color/odor of stool
- Severe, constant cough associated with a respiratory infection
- Infectious rhinitis; i.e. nasal discharge or nasal congestion associated with a cough and/or fever
- Conjunctivitis (pink eye) or a thick discolored drainage
- Parasites; i.e. lice, nits, ringworm, etc.
- Listlessness, drowsiness, headache, lack of appetite, unusual behavior

Each teacher will conduct a health check daily.

Return policy

Following an illness involving an elevated temperature, vomiting, or diarrhea, the student must be symptom-free for at least 24 hours before returning to preschool.

Antibiotics and return policy

If the student is on an antibiotic for an illness such as strep throat, it is permissible to return to preschool after 48 hours with a confirmed diagnosis, preferable in writing from your child's doctor. Medication is a family responsibility that is to be administered outside of the school.

Communicable Diseases

Please notify the school if the student contracts or has been exposed to chicken pox, head lice, pinworm, hand-foot-and-mouth disease, etc. We notify parents when children have been exposed to a communicable disease.

If the student arrives at preschool with symptoms of a possible illness or disease, they will be sent home. If the above symptoms manifest while the student is at school, we will contact you immediately. If we are unable to contact you, we will contact the person(s) you listed on the student's registration form as alternates for us to call in an emergency.

Covid-19 Response

St. Andrew's Preschool will follow all current CDC and industry-standard policies, regulations, requirements, and guidelines regarding Covid-19. This includes policies for diagnosis, quarantine and isolation, and identification of close contacts as well as other policies that arise.

First Aid

- Our staff members are certified in CPR and First Aid.
- Minor injuries sustained at school will be handled by the staff with bandages, ice packs, and care. Parents will be notified through Brightwheel.
- In case of serious injury, the paramedics will be called and the student transported to the nearest emergency hospital for treatment. Parents will be notified.

Incidental Medical Services Policy and Plan of Action

St. Andrew's Preschool will provide incidental medical services to children enrolled, providing that the school can meet the child's need at the time of admission and throughout the child's attendance at St. Andrew's Preschool.

Types of incidental medical services that may be provided include:

- Blood glucose monitoring for diabetic children
- Administering insulin by injection or pump
- Administering anti-seizure medication
- Administering inhaled medication
- Administering EpiPen Jr. and EpiPen

Incidental medical services may be provided only when the child's parent or authorized representative has provided written authorization and obtained written instructions from the child's physician. Parents must meet with the teacher and train them on their child's emergency care plan.

An incidental medical services form will be part of the registration on Brightwheel. It must be filled out before the start of school.

Emergency Procedures

In the case of an emergency or natural disaster at St. Andrew's Preschool, all students will be kept at school until they are picked up by their parents or an authorized person. If it is necessary to evacuate the children from the facility, we will set up a temporary site in the preschool parking lot. If we are evacuated to the temporary site, we will inform and update you through Brightwheel.

Our facility is equipped with food, water, and other necessities to accommodate all preschool students and staff. Staff members will remain with the children until they are released to their parents or authorized person.

Power Outage & Water Outage

In case of water and/or power outages, parents will be notified and required to pick up the student within 30 minutes of notification.

Licensing Inspection Authority

The Department of Social Services (DSS), the licensing agency, has the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. DSS also has the authority to observe the physical condition of child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

Communication

We will communicate with families daily through Brightwheel. This will also be the best way to direct questions or concerns to the student's teacher. If you should need to speak to the director, please contact the front office.

Parent-Teacher Conferences

Parent conferences are scheduled in the Fall and Spring of the school year to discuss the student's progress. Your child's teacher will send information regarding scheduling instructions.

Our Fall Parent-Teacher Conferences will focus on:

- The child's developmental status
- Preliminary growth areas

Our Spring Parent-Teacher Conferences will focus on:

- The child's developmental progress report
- Goals to address growth opportunities in the final months
- Resources on supplemental support as necessary

Parent Participation

We are excited to partner with you in the education of your child and welcome your participation on campus.

Volunteering

There are many ways to volunteer throughout the year as a classroom volunteer or for special events. The room parent and teacher will let you know what options exist. Thank you for taking the time to volunteer and support St. Andrew's Preschool.

Classroom Volunteer Policy

- Volunteers must have proper immunizations to volunteer in the classroom. You will submit all forms through your Brightwheel profile.
- Sign up for opportunities with your child's teacher.
- No siblings are allowed in the classroom.
- Volunteering is an active role. Be ready to help wherever needed, assisting all students present.
- Please dress appropriately.
- Park in general parking as the preschool lot is used for outdoor play.
- Please respect what happens in the classroom. If you do not understand something that is happening in the classroom, discuss it with the teachers directly.

Discipline Policy

At St. Andrew's Preschool, we realize that behavior must be age-appropriate and learned. Our policy is to:

- Patiently teach appropriate behavior
- Redirect students to help them understand why they may not behave inappropriately
- Show students how they can work out problems with words
- If a child physically hurts another child, he/she will be removed from the activity. The hurt child will be comforted, and the children will be assisted with the conflict resolution process.
- A parent/teacher conference will be held if serious inappropriate behavior continues.

We will not:

- Use any form of corporal punishment
- Humiliate, threaten, ridicule, or speak harshly
- Deny food or snack as punishment

Reporting

Due to California law, members of the preschool are mandated reporters.

Children's Personal Rights

Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including

eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

Harassment Policy

St. Andrew's Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited.

Photographs and Publicity

Pictures may be taken by staff members during the activities at St. Andrew's Preschool and presented at various church and school-sponsored media. When you register through Brightwheel you must verify your consent for St. Andrew's to take photos with your children. If you elect to opt out we will refrain from taking or posting any photo of your child (this includes group and class-wide photos). In the event that an error occurs and a photo of your child is posted, we will have the photo removed within 1 business day of you making us aware of the error.