



PROVIDENCE SCHOOL

PRESCHOOL HANDBOOK

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MISSION

MISSION STATEMENT

Providence School prepares students for lives of purpose, equipped with the knowledge, wisdom, and character found in God's unchanging truth.

Motto: "Pursuing Truth, Beauty, and Excellence"

Providence School sees pursuing truth, beauty, and excellence as essential to living a Christ-centered life.

***Truth*, as revealed by God through the Bible and his creation, provides the foundation on which knowledge and wisdom are built.**

As a part of God's creation, we recognize the *beauty* in our world and the work of our maker; we strive to mirror that in our own endeavors.

***Excellence* originates in God's character; therefore, we choose to offer God our very best, using our individual God-given gifts to further his work on earth.**

WELCOME TO PRESCHOOL

We are so happy that you are a part of the Providence Preschool family and excited to spend the school year getting to know you and your child better. One of the things people remark about our school is that it has a warm, family feeling. Friendships form and parents work together to provide support for their children as they learn and grow together.

TABLE OF CONTENTS

Hours

Schedule

Inclusion Policy

Philosophy & Program

 Preschool Goals

 Class Descriptions

Kindergarten Application

- Outdoor Classroom
- Sensory Integration
- Schedule
- Positive Guidance
- Grounds for Dismissal
- Enrollment Requirements
- Tuition & Fees
 - Tuition Assistance
 - Tuition & Fee Schedule
- Attendance Policy
 - Arrival
 - Pick-Up
 - Late Policy
 - Release Authorization
- Health Policy
 - Immunization Requirements
 - Illness
 - Allergies
 - Incidental Medical Services
 - Sunscreen
- Nutrition
 - Water
 - Snacks
 - Lunches
- Birthdays
- Toys From Home
- Clothing
- Parent Involvement
 - Parent Association
 - Family Service Hours
 - Orientation
 - Event Participation
 - Classroom Observation
 - Parent Education
 - Parent Bible Study
 - Fundraisers

Parent Communication

- Confidentiality
- Informing Teachers
- Conferences
- Weekly Newsletters

Custody Issues

Campus Safety

- Visitors on Campus: Closed Campus Policy
- Teacher Commitment to Safety
- Emergency Contact Information

Disaster Preparedness Plan

Child Abuse Prevention

- State Mandate

Holidays

- Fall Festival
- Thanksgiving Feast
- Christmas Season
- Easter

Hours:

Monday–Friday: 8:30am–1pm

Extended-Day and Full-Day Programs (optional) runs until 2:45pm

Schedules: Schedules are made to fit the family’s needs and preferences. There is a 2-day minimum for Room 1 & Room 2 students, and a 3-day minimum for Pre-K students.

Inclusion: Providence Preschool values diversity and welcomes all children without regard to race, color, national origin, creed, religion, or gender.

PHILOSOPHY & PROGRAM

The Providence Preschool philosophy is based on the belief that all children are created and loved by God and we are entrusted to nurture them as they grow and enter the elementary years. We value each child’s individual needs, desires, and developmental stages.

The preschool program varies from class to class according to developmental needs. A balance is established of both indoor and outdoor time as well as structured and unstructured time. Each classroom incorporates gross & fine motor development, creative art, music, stories, dramatic play, concept games, and cooking while building on individual skills such as language & communication, autonomy & self-confidence, and routine & self-control. Children must be toilet-trained to enter our program.

PRESCHOOL GOALS

To provide a comfortable, happy and loving school experience

- Maintain a regular, secure routine
- Balance structure with free play

To provide an environment where the children have exposure to varied experiences

To provide a setting conducive to the development of good relationships with peers and adults

- Nurture verbal skills and self-expression
- Nurture positive interaction

To create an atmosphere that nurtures self esteem

- Praise positive qualities and good work
- Encourage independence
- Encourage sequential logic and the ability to follow directions

To promote the development of thinking and listening skills

To encourage spiritual awareness, self-respect and regard for others

ROOM 2 Classroom Goals

To provide a safe, comfortable, consistent, happy and loving school experience

- Maintain a regular, secure routine
- Provide consistent structure and enrichment
- Nurture learning in exciting, positive ways

To provide an inviting environment where children will have exposure to a variety of enriching experiences

- Introduce art, dramatic play, literature, music, small and large motor development
- Introduce such concepts as numbers, letters and sounds, matching and language skills

To provide a setting conducive to the development of positive relationships with peers and adults

- Nurture verbal skills and self expression
- Nurture positive interaction and cooperation
- Enhance problem solving skills
- Praise positive qualities and actions
- Encourage independence and self-sufficiency and making choices
- Formally introduce numbers, letters and the computer
- Encourage spiritual awareness, self-respect and regard for others

PREKINDERGARTEN Classroom Goals

Room 1 is where preschool begins. It is a safe space to playfully engage in learning while building self-confidence and independence. Children shift from parallel play into interactive play, as friendships form and blossom. Teachers lovingly guide the children in how to navigate peer relationships through expressing feelings and resolving conflict. Room 1 enrolls no more than 16 children per day with two lead teachers and an aide. *We find that children tend to be ready to enter Room 1 as young as 2 ½ years old, if potty-trained.*

Room 2 is a year for children to develop social and emotional skills, which is scaffolded by guided play to enrich their creativity and problem solving skills. Academic concepts are introduced throughout the year and enhanced through art projects, science, and stories. Through the daily helper and share-bag, children practice speaking in front of a group and being a good listener. Room 2 enrolls no more than 18 children per day with two lead teachers and an aide. Children in Room 2 are usually 3 ½ –4 ½.

Pre-Kindergarten is the final preschool year before a child enters kindergarten. This is a stretching year emphasizing kindergarten-readiness and critical thinking skills. The curriculum includes a pre-reading program using the Letterland phonics system, formal introduction to numbers, and enriching experiences in all developmental growth areas through dynamic classroom themes, which are supported by creative art activities and science exploration. Room 2 enrolls no more

than 18 children per day with two lead teachers and an aide. Children in Pre-K are usually 4 ½ –5 ½ and anticipate entering Kindergarten the following year.

KINDERGARTEN READINESS

Our desire is that children will make a smooth transition from preschool to Kindergarten. Examples of several goals that mark this success:

- To transition from one activity to another with minimal amount of notice
- To be able to stay focused in a group setting for at least 15 minutes at a time
- To have an interest in, but not necessarily a full knowledge of numbers and letters
- To have a willingness to try new tasks
- To be able to recall specific story details
- To be able to follow sequential directions

More information on Kindergarten readiness can be obtained at parent-teacher conferences during the PreK year or from the Preschool Director or Head of School in specific consultation.

KINDERGARTEN APPLICATION

It is our sincere desire that our preschool families will continue into our elementary program. In the fall of your child's PreK year, you will be contacted by our Admissions Office with information about our Kindergarten program. Kindergarten acceptance is contingent upon the formal Kindergarten application process which includes a developmental assessment, teacher evaluation, and group observation. The Admissions Office offers priority decision dates to Providence Preschool families. Please contact the Admissions Office for more information.

OUTDOOR CLASSROOM

We believe that quality time spent experiencing, investigating and playing in the world God created, nurtures curiosity, respect and a love for our environment while facilitating the development of relationships with others. In an effort to spend as much time as possible outdoors, many common "indoor" activities are taken outside. Weather is part of God's creation and, rain or shine, hot or cold, we go outside!

Our Garden is an outdoor, hands-on learning classroom. Students explore the space through digging, watering, weeding, observing, touching, smelling, and tasting. Children enjoy being outdoors in both teacher-supported and child-initiated activities. The connection with nature supports both physical and cognitive learning processes as well as fosters psychological health and a child’s understanding of their place in the world.

In 2009, the Orfalea Foundation funded a Santa Barbara county-wide initiative to bring the Outdoor Classroom Program to all the childcare centers in the county. Our school has been and is a part of that initiative as we pursue developing our own Outdoor Classroom. In October 2015 our school was recognized as an Outdoor Classroom Visitation Site to provide encouragement for others exploring the program.

SENSORY INTEGRATION

The ability to process information received through the five senses and the sense of balance and muscle movement is defined as “sensory integration.” Sensory experiences of children in the early years provide a foundation for more complex sensory processing required in learning to read, write and socialize. Our teachers are concerned about helping children develop in this important area of learning.

Our desire to help each child develop skills to maximize their learning, social and life experiences has added a new dimension to our early learning program. We have intentionally added “sensory” experiences to our learning environments: “fidget toys”, peanut ball, tactile path, circular balance board, hand-held balance board, sit-and-spin, infinite loop, up & down loop, trampoline, and river stones are available for use in the classrooms and outdoor spaces.

Preschool teachers have options to organize small group movement activities designed to challenge body awareness and balance. Activities include stretching, dancing, parachute games, crawling, rolling, tumbling, balance-walking, bare-footed activities, taste and sound activities, eye-hand coordination, scooter boards, and obstacle courses.

SCHEDULE

Daily schedule (sample*)

8:30 Greeting

8:40	Outside and/or Inside
10:00	Circle time/bathroom break/snack
10:30	Outside and/or Inside
12:00	Lunch (before or after: garden time, story, art, or free play)
1:00	Dismissal (regular day)
1:15	Nap/rest preparation and nap/rest time
2:00	Non-napping students enjoy other activities
2:45	Pick up time for extended day students

*The above is a basic schedule that varies for each class. Outdoor time is encouraged for all, but scheduled to maximize the use of the space and supervision. Each class can then enjoy the outdoors and classrooms in appropriately-sized groups. The weekly schedule also includes Chapel and Music. Preschool students do not take field trips off campus.

Motor development is the use of both large and small muscles. Small muscles are stimulated by manipulative activities, play dough, scissor use, painting, puzzles, games and various art activities. Large muscles are stimulated by vigorous outdoor activities. These include large play equipment, ball play, ladders and slides, wheel toys, running, climbing, crawling, jumping, building with large blocks, digging, and wood-working. Some of these, of course, overlap. Motor development is further enhanced with a special direction in creative movement and sensory integration.

Creative art is expressed in a variety of ways. There are a number of conventional and unconventional methods of painting, use of clay, play dough, collage, cutting, and sewing that are included in our art curriculum. Art is an area where the process is the most important achievement.

Music is used during classroom time, chapel, and motor development activities. Besides singing, music is enhanced with the piano, audio, and other musical and rhythm instruments. Classes meet once or twice a week. There are musical performances by the class and by the entire school in the winter and in the spring.

Stories are incorporated multiple times daily. They are read, told or acted out by the children, as well as the teachers. Flannel graphs, audio, puppets, songs, and books frequent story time. Occasionally older students from the elementary will come and read to preschool students.

Dramatic play is woven in throughout the day through characters, stories, and situations illustrated in the dress-up and housekeeping corner, block or floor play area, sand box, and just about everywhere!

Concept games are often used at the appropriate age levels to develop pre-reading skills and to learn concepts. A wide range of pre-mathematics skills is introduced using real-life experiences and manipulatives.

Science starts with curiosity. It is experienced through observation and interaction with plants, insects, animals, sensory experiences, cooking, cause and effect relationships, magnets, gears, screws, and weather/season awareness.

Extended-Day Program is offered daily afterschool from 1:00–2:45pm. This program includes a nap or rest period for at least 45 minutes. Parents are asked to purchase a nap mat for children to use during nap time.

POSITIVE GUIDANCE

We embrace a positive verbal approach to guidance, which includes:

1. Using responsive language that validates children’s feelings, clarifies the rules, and gives explanations.
2. Enforcing safety rules in positive terms and with a respectful tone. We tell students “what to do” rather than focusing on “what not to do.” We use statements like “we are walking” instead of “no running.”
3. Giving specific praise and encouragement and identifying specific qualities or behaviors that we appreciate and affirm in the students.
4. Modelling the behavior we want our students to follow.
5. Using logical and natural consequences for challenging behaviors. Students are offered choices whenever possible, which can help de-escalate a situation.
6. Supporting children in conflict resolution using restorative questioning, empowering the student to reflect and become an active participant in the process.

We first attempt to resolve conflict immediately and directly with the

student(s) involved. When a teacher deems necessary, a parent may be contacted to discuss a child's behavior.

The facility does not violate personal rights and there is absolutely no corporal or unusual punishment used.

GROUNDS FOR DISMISSAL: The School reserves the right to dismiss any student if (1) the student does not meet the behavioral standards of the School, (2) the child's needs cannot be met within the normal framework of the School, (3) a parent, guardian, or other closely associated individual takes actions deemed by the Head of School to be detrimental to the School, (4) the Head of School determines, in his/her sole discretion, that continued enrollment is not in the best interests of the student or the School, or (5) payments are not made in accordance with this agreement.

ENROLLMENT REQUIREMENTS

To be considered enrolled and able to attend school, according to CA State law, a student must have recorded in the school office a complete and up to date official immunization record. If you have questions, speak to your child's health provider and/or visit www.ShotsForSchool.org.

After enrollment, in the event that a child requires more time and attention than can reasonably be provided, a parent may be asked to obtain a professional assessment. The enrollment contract can be terminated at any time by the Head of School if it is felt that a child's needs cannot be met within the normal framework of the school.

TUITION AND FEES

Tuition is calculated for the entire academic year and due upon enrollment. Tuition is non-refundable. If you do not elect to pay in full a Tuition Plan will be created. There may be additional fees associated with a Tuition Payment Plan. Tuition payments are due on the fifth of each month and are delinquent after the fifteenth. If delinquent for more than thirty days, your account is subject to late fees until payment is made. Details are provided annually on the contract.

TUITION ASSISTANCE

Because funds are limited, allocations are prioritized to families with students in our elementary grades. Applications for tuition assistance

may be placed in the spring of each year. All applications are processed online through a third party agency, and require a processing fee to be paid by the applicant. The Tuition Assistance Committee awards assistance based on need and availability of funds. The process is confidential. The deadline for financial aid applications is announced with enrollment information.

TUITION AND FEE SCHEDULE

A tuition and fee schedule is published every year with the enrollment documents. All payment plan details are provided on the contract issued for each child's enrollment. Keep your provided copy for reference.

ATTENDANCE POLICY

SCHOOL ARRIVAL

California State Department of Community Care Licensing requires:

- Preschool children must be signed in & out of the classroom daily
- Parents must sign their FULL AND LEGAL SIGNATURE and note time of day

Arriving during our morning greeting time allows for a smooth transition for children, teachers, and parents. If your child is going to be absent, please contact your child's teacher. We do not offer make-up days.

Preschool students are not allowed in the classrooms before the announced opening of the school day. Preschool children must be accompanied by, and within eyesight of, a parent or supervising adult any time they are on campus before and after sign-in and sign-out from class.

SCHOOL PICK-UP

Please arrive promptly at pick-up time. If you know you are going to be detained, please contact your child's teacher so that we can reassure your child that you are on your way. Repeated late pick-up may result in a late fee commensurate with extended care hourly rate.

LATE PICK UP FEE

Parents arriving after the agreed upon pick-up time (normally 1:00 pm or 2:45 pm) may create anxiety in the children. It can also create additional work (overtime) for the teacher and may prevent him/her from meeting professional and personal family responsibilities. Additional fees may be accrued in the event of recurring late pick-ups.

RELEASE AUTHORIZATION

All children will be released from school only to those persons recognized as listed on the authorization form in the child's file. If a non-listed person will be taking the child from school, please send a note or call the office and include the person's name and phone number.

For the safety of all, a child will not be released to a parent or adult that is under the influence of alcohol or drugs, or is suspected to be under the influence. Another person noted on the emergency form will be contacted. If there are any problems the appropriate authorities will be notified. We ask for your cooperation in this matter.

HEALTH POLICY

IMMUNIZATION REQUIREMENTS

To enroll and subsequently attend school, the state requires that our office has on file an accurate and complete record of the student's completion of a physical exam and up-to-date immunization records. Students may not attend school without these documents and other required state licensing (CCL) forms on file.

State law requires that schools only admit students who are immunized. There is only one exemption: A physician's documented permanent medical exemption. There are strict guidelines for conditional entry for students with incomplete immunizations and these will be presented before enrollment. If a child is admitted conditionally and then the parent does not follow through with the subsequent deadlines, the child will be asked to remain at home until the conditions are met.

Students who are not fully immunized from communicable diseases may be excluded from school attendance if the local health department deems that a particular disease outbreak may put them at risk from developing the disease. All local health policy notifications and guidelines will be followed in such cases.

ILLNESS

Children must stay home when exhibiting any of the symptoms listed below. Not only are children contagious when ill, but they also tend to be unhappy if sick or overly-tired.

PLEASE KEEP YOUR CHILD HOME FOR A MINIMUM OF 24 HOURS IF HE/SHE:

- Is fussy, cranky, tired and generally not him/herself
- Has a fever (101+)
- Has thick nasal discharge or severe cough
- Has any form of diarrhea or vomiting
- Has a symptom of a possible communicable disease

If your child exhibits these symptoms while at school, we will contact you immediately and ask that you pick up your child within one hour.

ALLERGIES

Please notify your child's teacher as soon as possible if your child has any specific food restrictions or allergies (seasonal or food allergies).

INCIDENTAL MEDICAL SERVICES

Non-prescription medication may be administered without a physician's orders in accordance with the product label directions with written approval and instructions with from the child's authorized representative. Any over-the-counter or prescription medications (ie. inhaler or EpiPen) must be in the ORIGINAL CONTAINER and must be administered per label instructions by the Head of School or designated staff person. Medication must be stored by staff out of the reach of children. Anything administered to a child by school personnel must be initiated with a written and signed prescription in the original container from a physician, osteopath, nurse practitioner, naturopathic doctor, dentist, etc., even if the medicine is over-the-counter or homeopathic. Medication will be stored in the child's classroom and each administration will be logged by school personnel.

SUNSCREEN

Any sunscreen or diaper lotions may not be stored in the child's backpack, cubby or desk in any shared classrooms or courtyard areas. These items must be stored out of reach of any preschool children.

NUTRITION

WATER

All students are asked to bring a reusable water bottle labeled with the child's name. These should be taken home, cleaned and refilled for the

next day. Water is then available for snack time, lunchtime and anytime a child wants a drink. They can also be refilled at school.

SNACKS

One of our goals is to provide healthy snacks for our preschool children. Each classroom asks families to sign-up to bring snack for the class. Helping to choose the snack and assisting in its preparation can be a meaningful parent-child experience. We encourage families to consider the following guidelines:

- Include at least 2 or 3 food groups
- Child-sized portions
- Fresh fruits and vegetables
- Low sugar baked goods

Please check with the teacher for the number of portions to provide and if there are any student restrictions or food allergies in the class.

LUNCHES

On all school days (except on Minimum Days), lunches may be brought from home or purchased from our on-site lunch service. Ordering information for the purchase of food from the kitchen will be distributed at the beginning of each school year and menus will be posted monthly. Chef Alex Bayet provides fresh, high quality, nutritious, flavorful, and affordable meals; we encourage all families to consider this option.

BIRTHDAYS

Birthdays are certainly joyful days in the lives of children. Of course with a small school, we must be considerate and sensitive to the feelings of all children in relation to the celebrations. Invitations and thank you notes should be mailed to the homes of the students. Invitations can be handed out at school only if all classmates are being invited to participate. Birthday parties that do not include all in the child's class may not begin or end at school.

If parents wish to send birthday celebration snacks to the classroom, the teacher must be contacted for appropriate timing and content. Allergies amongst the class members should be taken into consideration. The same guidelines for snacks should be followed for birthday treats.

TOYS FROM HOME

Children should be encouraged to leave their toys at home except on their share day. The following are never allowed at school—guns, swords, war toys, or other toys of violence.

CLOTHING

The children come to school to play, explore the environment, experiment with all kinds of materials and nature, and have FUN! Clothing should be comfortable, sturdy, and washable, allowing freedom to play without concern for rips and stains. Shorts should be worn under all dresses and skirts. Shoes for preschool should be rubber-soled and safe for running and climbing. Please choose shoes that your child can take off and put on independently.

All preschool students should have a ziplock bag with extra underwear, a shirt and pants. Both the bag and clothing should be labeled with the child's name. Rain boots and raincoats are requested for rainy day play.

Please note that boots, flip flops, long dresses, capes, etc. inhibit a child's movement and ability to play safely.

PARENT INVOLVEMENT

We share a wonderful partnership between parents, teachers and administration. Willing parent participation is essential to the educational success of each student at the school.

PARENT ASSOCIATION

All parents are a part of the Parent Association. This association assists in school functions through regular meetings held during school hours.

FAMILY SERVICE HOURS (FSH)

Show support for your child by completing at least the required minimum of 10 volunteer service hours per year per family. If less than 10 hours are served, the family will be billed \$20 per hour not served. As a school family, it is important for all members to be involved.

Each family is responsible to submit a record of their FSH. Normally this is collected in FACTS (formerly RenWeb). If you have trouble with logging in your FSH, the office staff is happy to take your service list and enter it for you.

Below are examples of ways to serve and earn Family Service Hours

- Meetings - One Service Hour will be given for attendance at each Parent Association and other similar school meetings
- Fundraising Events
- Hospitality - Baking, hosting, serving, clean-up
- Publicity - Preparing ads or information for community publications in cooperation with the Head of School
- Teacher Support - Arranging for teacher appreciation events
- Maintenance & Repair - Helping on work projects around campus
- Hot Lunch Program - Serving and clean-up assistance
- School Events: All-School BBQ, Fall Festival, Christmas, Grandparents' Day - Decorating, assisting, set-up, clean-up
- School Garden- Helping with planning, supplies and upkeep of the school's organic garden
- Room Parent - Organizing activities, celebrating teacher birthdays
- Other - Parent talent (photography for example), art assistant, playground monitor, set-up/tear-down for school events, etc.

ORIENTATION

Introductory informational meetings with the preschool teachers and school leadership are held during the first week of school.

EVENT PARTICIPATION

Parents are encouraged to participate in the activities of the school. Each class has a designated room parent that coordinates the parties and extra class activities in conjunction with the classroom teacher. The classes frequently need volunteers for special projects, events, equipment maintenance, and other special classroom needs. Please let your child's teacher or the room parent know how you would like to help enrich your child's school experience.

CLASSROOM OBSERVATION

If you wish to observe your child's classroom, please schedule a convenient time with your child's teacher. Questions and discussion with the teacher must be arranged during another time, as observations are primarily to "see" the class in action and teachers must focus on student activities at that time.

PARENT EDUCATION

Opportunities to attend sessions with speakers, seminars and parent book studies are occasionally offered by the school. This is an excellent time of fellowship, discussion and interaction with other parents. You will learn practical parenting skills to enrich your family lives.

PARENT BIBLE STUDY

Anyone is welcome to join the informal study and discussion which includes grandparents, alumni parents and current parents. Studies are announced in the weekly emailed newsletter.

FUNDRAISERS

Fundraisers are a great way to interact with other families while showing support for the school. Parent involvement is key to the success of school fundraisers.

PARENT COMMUNICATION

In addition to our regularly scheduled meetings with parents (listed below) we offer several other ways for parents to receive information and communicate their concern regarding their children or our program. Teachers provide parents with their phone numbers and email addresses so parents can contact them at any time with questions and/or concerns.

CONFIDENTIALITY:

INFORMING TEACHERS

Unusual circumstances at home can affect your child at school. Please keep teachers informed by sending an email or text message.

CONFERENCES

Parent-teacher conferences are scheduled in the fall and spring of each school year.

WEEKLY NEWSLETTERS

A weekly preschool newsletter is emailed to all preschool parents that covers classroom activities, shares photos, and provides information for upcoming events. A weekly all-school newsletter is also sent out with important information. Please read both these newsletters thoroughly.

CUSTODY ISSUES

California Family Code section 3003 notes that "Joint legal custody means that both parents shall share the right and the responsibility to make the decisions relating to the health, education, and welfare of a child."

The board interprets this definition to mean that where joint legal custody is established by court neither custodian shall be given access to or be restricted access from information pertaining to the child's educational experience that the other joint legal custodian benefits from.

It is the school's policy to subordinate any bias or preference staff might have for one custodial parent to the judgment of the courts. If, in the court's determination, it is in the best interest of the child to award joint legal custody it is not the school's place to substitute its judgment for the governing authority by limiting one custodian's rights over the others.

All evaluations, teacher assessments, records of disciplinary determination, records of health issues or other matters related to the health, education and welfare of the child shall be made available to either legal custodian upon their request.

Access to information about the student or access to school staff by each custodial parent is not unlimited. Any request for information or access will be measured against the "normal and customary" standard. If in the Head of School's reasonable judgment a request by any parent is excessive, disruptive, overreaching or beyond the bound or "normal and customary" expectations, that request for information will be denied irrespective of the legal standing of the parent.

CAMPUS SAFETY

Student safety is our highest priority. Pay close attention to students walking in the parking area. If you choose to park across the street, use caution when crossing the street and please hold your child's hand. Please do not use cell phones when driving in the school parking area.

Use caution if you have a dog with you during drop-off or pick-up. Keep your dog on a leash and do not leave it unsupervised.

VISITORS ON CAMPUS: CLOSED CAMPUS POLICY

All visitors must check in with the school office when they first come on campus. This is for the protection of your children, to allow our program to run without interruptions, and so that we are informed in the case of an emergency. When you arrive on campus for any reason in-between drop off or pick up times, check in at the school office. Please do not go directly to your child's classroom. Thank you for helping us create the best continuity in the learning environment for our children!

TEACHER COMMITMENT TO SAFETY: Visual observation of all children is maintained at all times by a Providence Preschool teacher. At no time is a child ever left alone.

EMERGENCY CONTACT INFORMATION

Parents are responsible for keeping the office informed of current emergency contact information. In case of a serious accident or injury, attempts will immediately be made to contact the parents. If the parent(s) or emergency contacts cannot be reached, a determination will be made to call the child's doctor or 9-1-1, if necessary. School officials will stay with the child until released to a parent or designated guardian. Parents will assume financial responsibility for expenses beyond their insurance coverage.

DISASTER PREPAREDNESS PLAN

In the event of a disaster such as earthquake or fire, we are prepared to take care of all the students until each student is released to a parent, guardian or pre-assigned designee. During this time we would like your child to be as comfortable as possible. At the beginning of each school year, parents are asked to bring a "Kid Kit" which should include the following in a labeled gallon zip-closure plastic bag:

1. Personal emergency information
2. Non-perishable snacks
3. Three non-breakable containers of water (no cans, they leak)
4. Family snapshot and/or comforting note from home
5. List of essential medication stored in the office

Our school has emergency and first aid supplies as well as additional food and water supplies. The faculty and staff are trained regularly in CPR and First Aid. Regular fire and earthquake drills are conducted to enable students to perform them with ease. Parents who live close to the school

are encouraged to commit themselves to help on campus in the event of an actual emergency.

A copy of the school's Disaster Preparedness Plan is available to all parents for viewing in the school office. In the event of a disaster the following emergency procedural information is of utmost importance to all parents:

1. Teachers determine the safest course of action depending on the situation.
2. The class will proceed to the emergency assembly area when it is safe to do so. The emergency program includes procedures in case of injury.
3. The school's main gates are immediately closed and grounds are secured.
4. Attendance is taken and procedures begin to make everyone secure and comfortable.
5. Once the students and the grounds are secure, the family reuniting process will begin.
6. Please **DO NOT CALL** the school in the event of a **MAJOR EMERGENCY!** It is extremely important that the school telephone lines (if operable) remain open! They will be needed for emergency uses. The local emergency radio stations will be advised as to our school situation.
7. No one will be allowed to enter or leave campus until everyone and everything has been secured—except those previously committed to coming to campus to assist in the event of an emergency. Please respect the authority of the disaster response coordinators.
8. Listen to your radio for instructions or await a call from a school representative.
9. The designated local emergency radio station is FM 99.9 or AM 990 or AM 1240.
10. At the main gate, give your name and your child's name and grade to the person in charge. No student will be released to anyone except a parent, guardian or pre-assigned designee. Please be certain to list on your child's Emergency Form the individual(s) authorized to transport your child.

11. In the event of an emergency requiring students to evacuate the campus, they will be transported to a secondary emergency site: Mackenzie Park.
12. PLEASE BE PATIENT! These procedures are in place to help ensure the safety of your child.

CHILD ABUSE PREVENTION

STATE MANDATE

Teachers and faculty at the school are mandated by state law to report suspected child abuse. If we suspect that a child is suffering from any type of abuse, we are required to report this behavior to Child Protective Services in a verbal report of “reasonable suspicion.” Then the mandated reporter must file a written report with the Department of Justice within 36 hours of the verbal report.

HOLIDAYS

FALL FESTIVAL

At the end of October, the preschool selects a theme and the classes make their own costume. Preschoolers have a parade around the campus for the parents and older students and spend the day enjoying festival games and other activities. This celebration of the autumn season reminds us of God’s goodness and bounty.

THANKSGIVING FEAST

Before we break for Thanksgiving holiday, the preschool celebrates the season of gratitude by sharing a special meal together. Parents are invited to help prepare and serve at this important tradition.

CHRISTMAS SEASON

As a Christian school we delight in providing a season of celebration focusing on Jesus’ birthday. Our Christmas program centers on the first Christmas and the retelling of the arrival of our Savior.

We choose to dedicate some time during the “giving” season to think about others less fortunate than ourselves. Our school families have the opportunity to participate in a school-sponsored outreach to children in need. While this is not a required activity, many families have found it meaningful for their children to choose inexpensive gifts for similarly-aged children in other parts of the world.

EASTER

This is a time of “new life” as we rejoice in chapel and in classrooms celebrating Christ’s resurrection. The Easter weekend includes Good Friday and Easter Monday, which are school holidays.

HANDBOOK AMENDMENTS & ADDITIONS

In this handbook we have listed policies and procedures we feel are pertinent to preschool students and families. In the course of the school year, the board and/or administration may deem it necessary to amend or add to this handbook and reserves the right to do so at any time. Families will be notified of any amendments or additions made during the year. Should you have any questions related to policies contained here, please speak with the Head of School or other administrator.