



Parent
Handbook
2022-2023

Welcome to North City Preschool

Dear Preschool Parents,

Welcome to North City Preschool! The Preschool and Church Staff are dedicated to making this a wonderful experience for your child and family.

North City Preschool is a developmental program that is committed to meeting the needs of young children. Our goal is to promote growth in all areas of development- emotional, social, physical, intellectual, and spiritual. We plan and provide activities and experiences for your child to discover and explore his/her environment.

Each child is a wonderful and unique creation of God's. It is our hope and goal to encourage and affirm your child's sense of self and independence through loving teachers in a nurturing, Christian environment. We as a staff are committed to helping your child see himself/herself as dearly loved by God.

Thank you for letting us partner with you in helping your child learn and grow. We are excited about watching and participating with you and your child in their preschool experience.

Blessings,

Karen Knudsen, Director

North City Preschool

North City Preschool is a state licensed, non-profit preschool that is an outreach program of North City Presbyterian Church.

Our Mission

To provide a nurturing environment in which children develop spiritually, emotionally, intellectually, physically, and socially.

Our Purpose

To provide a Christian approach to life and learning in a warm, accepting, and Bible-based environment.

Philosophy

North City Preschool is an extension of North City Church and is committed to providing a Christian approach to life and learning in a warm, accepting and Bible-based environment. We value each child as unique and special and loved by God. The preschool program is designed to meet the needs of the "whole" child. All areas of development are focused on- spiritual, intellectual, social, emotional, and physical. It is through exploration, discovery, problem solving, investigation, and experimentation that children learn about the world around them. It is our goal that your child will develop a healthy and positive self-esteem as well as a better understanding of how valued and loved they are by God and the North City Preschool staff.

Admission Procedures

Admission to North City Preschool is open to all children ages 2- 5 years old following the age guidelines set by the State of California. North City Preschool admits students of all races, colors, religions, and national and ethnic origins, ensuring all rights and privileges to all programs and activities. All required forms including the immunization card, must be complete and returned to the school office. The non-refundable registration fee and form hold a child's a space in the program. Children must be potty trained to participate in the 3,4 or STEP programs.

Office Hours

Office hours are from 8:00 A.M.- 2:30P.M., Monday-Thursday, and 8:30 A.M. - 1:30 P.M. on Fridays.

Tuition

Payment Provision- Annual tuition is divided into 10 equal payments and is due on the first of each month. The first tuition payment is due August 1st and the last on May 1st. If a child is enrolled in the program after August, there will be a June tuition payment is due. A late fee of \$20.00 will be assessed for payments received after the 5th of the month. Monthly invoices will be emailed at the end of each month. Fees for early drop and extended day will be emailed in a separate invoice at the end of each month. A 30-day notice is required for withdrawing your child from the program.

- **Returned Checks - A \$25.00 fee will be assessed and a money order or cash must be used to replace those fees.**
- **Annual Registration Fee - \$100.00**

Tuition is not reduced for absence or vacations.

Late Pickup: Parents will be charged a \$5.00 fee for every 15 minutes past pick up time.

Admission Agreement 2022-2023 School Year

Early Drop Off (8:30-9:00)

Daily Rate \$5.00

Monthly Rate- \$30.00

Morning Program Rates (9:00-12:30)

2 day class: \$285.00/month

3 day class: \$360.00 /month

4 day class: \$445.00/month

5 day class: \$499.00/month

Extended Day (12:30-3:00)

\$15.00 per usage

Extended day is offered Monday through Thursday and may be used as part of your regular schedule or on an as needed basis.

STEP PROGRAM (9:00-12:30)

5 days/week- \$499 monthly

2 Year Old Program (9:00-12:00)

Monday, Wednesday

2 day class: \$290/month

Refund Policy/Schedule Change

A **NON-REFUNDABLE REGISTRATION FEE** is required of all applicants at the time of enrollment and annually thereafter.

The first tuition payment is due August 1st. No tuition refunds will be given unless extreme circumstances exist. Your registration and tuition guarantee your child a space in the preschool.

We are happy to offer flexible scheduling to better meet the needs of your child and family. We realize situations and circumstances may change throughout the year. If you need to change your child's schedule, please contact the preschool office. We will make every attempt to accommodate you. We do ask however that you make only 1 schedule change throughout the year if you absolutely feel it is necessary. Consistency and stability are better for our child and the school as well.

Arrival and Departure Procedures

Children arriving must be accompanied by a parent or guardian to their child's classroom with the teacher present. Parents must sign in their child with both first and last names. Children leaving the school should be picked up inside the school by a properly identified parent or guardian. Never allow a child to get out of the car or come into the building alone. Children will not be released to anyone other than a parent or authorized person from the parent. Authorized people other than the parent will be asked to show identification.

Parking

Park in the lot facing the schoolhouse building or upper lot by Poway Road. Enter the large patio using the sidewalk beside the preschool and church office buildings. Pick up procedure is the same. DO NOT LEAVE CHILDREN IN CARS UNATTENDED. Do not park in handicapped spaces without a handicapped decal. Please enter the parking lot from Poway Road and exit the parking lot onto Springhurst Drive.

Sign-In and Sign-Out

Each class has a sign in/out sheet which is used to record daily attendance. The parent or a properly identified adult must sign their child in and out in ink with a complete signature including first and last name. If someone other than the parent is picking up your child, he/she will be asked to show proper identification. A child will only be released to persons designated on the school's most recent release list record.

Health

Children must **NOT** be brought to school if they show signs of illness such as:

- Fever
- Excessive runny nose
- Skin rash or sores
- Inflamed or swollen eyes
- Diarrhea
- Headache
- Sore throat
- Nausea or vomiting
- Earache

In order to return to school, children must be free of symptoms for 24 hours. Parents must report any illness or exposure their child may have had to communicable diseases outside the school, to the Director. After a communicable disease is confirmed, children must be cleared by a doctor and all symptoms must be gone in order to return to school. Parents will be notified immediately if signs of illness occur during the school day. Parents will be expected to arrange for transportation home in this event.

Asthma: If your child has asthma, we will need you to fill out our asthma care sheet in the office. This will help us know your child's triggers and the best way to treat the symptoms.

Allergies: If your child has a Physician diagnosed allergy, please bring a written report of the allergy and the necessary treatment.

If your child needs an emergency medication such as an inhaler or Epipen, we need the doctor's prescribed direction and written consent from the parent.

In the event of a serious accident or illness requiring emergency medical attention, 911 will be called as well as the child's parent. In the event that a family member or designated emergency person cannot be contacted, the Director or teacher will take the child to a hospital emergency room. The child's doctor will be notified. Staff physicians will be used if the child's doctor is not immediately available. Any expense incurred will be the responsibility of the child's family.

Safety

Routine fire and earthquake drills are conducted by our staff. In the event of an actual emergency, drill procedures will be followed.

If the North City Preschool building is deemed unsafe, the children will be relocated, along with the staff members, to our secondary location which is North City Presbyterian Church Worship Center located behind the Preschool office building. North City Preschool staff members will stay until all the children have been picked up. Your child will only be released to a parent/guardian or one of the authorized persons listed on his/her file.

Attendance/Holidays

It is important that your child arrive at school on time each day. You will be helping your child adjust to a happy school experience if his/her attendance is regular and on time. School starts promptly at 9:00.

2022-2023 North City Preschool Holidays are as follows:

Labor Day	Sept. 5
Professional Growth	Oct. 21
Veteran's Day	Nov. 11
Thanksgiving Break	Nov. 21-25
Christmas Break	Dec. 16-Jan. 3
Martin Luther King	Jan. 16
President's Day	Feb. 20-21
Professional Growth	March 24
Easter Break	April 10-14
Easter Monday	April 17
Memorial Day	May 29
Last day of school	June 7-8

Lunch

Each child must provide his/her own lunch from home. We encourage parents to pack a healthy, nutritional, and well-balanced lunch. Food should be easily managed by the children and not require refrigeration or heating. A small cold pack to keep items cool or a thermos to maintain warmth is strongly recommended. We encourage good table manners and healthy nutrition. **No candy please!**

Discipline/Guidance

Discipline at North City Preschool is intended to encourage and teach children appropriate and positive behavior. Our philosophy is two-pronged- positive stating of the rules along with re-directing children when inappropriate behavior occurs. Teachers will remind children of the rules in the classroom and on the playground as well as modeling positive behavior. If a child is unable to follow the rules and exhibits inappropriate behavior such as biting, hitting, screaming, etc. the teacher will lovingly remind him/her of the classroom rules and safety and re-direct the child to another activity. Time-outs are not used however if necessary, "time-ins" with a teacher, are used if the above stated techniques are ineffective.

Parents will be kept informed of any ongoing inappropriate behavior and will be consulted to work together with the staff towards a positive solution. Parents are expected to discipline their own child only when on the school grounds. If North City Preschool staff does not have the cooperation of the parents, the parent may be asked to withdraw their child from school.

Parent/Teacher Conferences

Parents are free to discuss their child's growth and development at any time during the school year with their child's teacher. Designated parent/teacher conferences will take place twice a year, in the fall and in the spring. The developmental progress of your child will be observed and assessed. We invite you to plan to meet with your child's teacher and partner with the teacher to help ensure the most optimal learning experience for your child.

Preschool Chapel

Each week at North City Preschool, the children experience a wonderful time together learning about the great God who created them. Chapel is held weekly. It is taught by our preschool and church staff that relate the Bible in an age appropriate way to preschool children.

Chapel is a time when we sing interactive songs, pray, hear Bible stories and memorize small portions of the Bible. What a joy it is to see young children begin to grow in their understanding, love, and worship of God. Parents are welcome!

Parent Volunteer Opportunities

North City Preschool has an open-door policy and invites parents to visit their child's classroom. Ask your child's teacher for the best time of day to visit. We do ask when visiting the classroom, that you keep in mind the teacher's first priority is the children and that if you need to talk to the teacher, you are welcome to set up some time outside of class time.

There are several ways to volunteer at our preschool. If you are not able to or prefer not to volunteer in the classroom, ask your child's teacher for other ways you can help. We will also be having special events throughout the year and will need volunteers at those times.

If you plan on volunteering for anything in the classroom or on the playground with children, you will need to read our volunteer requirements and sign our statement of good health which you can get in the preschool office. You will also need to provide proof of required immunizations. Required immunizations include the Tdap, MMR, TB and Flu. Flu shots are not mandatory however a written waiver must be turned in to the preschool office if you choose not to get the shot.

Clothing

Children should wear comfortable clothing that is suitable for indoor as well as outdoor activities. Sturdy shoes like tennis shoes are most appropriate for the playground. If your child wears sandals, please make sure they have a back on them for safety reasons. Please do not send your child to school in flip flops. They are hard to keep on and unsafe for running.

We do many art activities with paint, so keep this in mind when dressing your child for school. Spills and accidents are an expected part of preschool life. Please provide an extra set of labeled clothes to be kept at the school. This includes labeled underwear and socks.

Sharing

Sharing helps children with verbal and social skills. Each child will be given the opportunity to share on assigned days. Whatever is brought to school should have parental approval. Any items that a child brings to school must fit into his/her cubby. Toy guns or weapons of any kind are prohibited.

Snack

Each parent needs to provide a nutritious snack for their child in a separate container from the lunch box. Please provide a few options for your child. Every classroom provides water that is accessible at all times to the children.

Birthdays

Each child's birthday will be celebrated at North City Preschool! If parents wish to bring a special birthday treat, it is the policy of the school that **ONLY store-bought items may be brought** due to allergies. Please do not bring milk or peanut products due to common allergy problems. Please make arrangements in advance with your child's teacher. We ask you to leave all candy at home. If you are having a party outside of school, please mail invitations home to alleviate any hurt feelings of children who are not invited.

Special Programs

Throughout the year we invite special guests to the school as an extended learning experience for the children. Some of these guests include the fire department, police officers, animal programs, medical personal such as nurse, dentist, doctor or others who would like to share their work or hobby experiences with the children. If you would like to make a presentation to our children or know someone who might, please see the Director. We would love to have our parents share their jobs or special interests. Children are delighted to "show off" their parents.

Special Events

1. "Back to School" Picnic - Get to know new families and become re-acquainted with others at our fall dinner picnic.
2. Open House- Come and visit your child's classroom and the rest of the school!
3. Animal Parade- During the week of Halloween children will have the opportunity to dress up as their favorite animal. Our theme will be God's wonderful world of animals.
4. Thanksgiving Feast - Turkey and other foods for lunch, some prepared by the children. NO CANDY
5. Christmas - Program of singing and the Nativity story
6. Valentine's Day - Exchanging of cards and special snack. NO CANDY PLEASE!
7. Fun Fair - A "course" of fun events is set up on the playground. Children rotate through with their class.
8. Family Pizza Night- Join us for some family fun picnic style on the lawn.
9. Moms & Muffins- A special celebration for Moms!
10. Dads & Donuts- A time to honor Dads!