

# Santa Ynez Valley Presbyterian Preschool

## *Parent Handbook*



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## ***Table of Contents***

Welcome and Mission Statement  
Preschool Program  
Developmental Approach to Teaching  
Scheduling Options/Bear Care  
Your Child's Health  
Medication  
Attendance/Arrival and Dismissal  
What to Wear  
Snacks at Preschool/Parties/Allergies  
Tricycle Press  
Sharing  
Field Trips  
Conferences  
Parent Club  
Behavior Management  
Classroom Policies and Website  
SYVPPS Board

\*All childcare personnel in the State of CA are mandated reporters for suspected child abuse. [Penal Code} 11165.7 (a)(10)]. All staff at SYVPPS have completed the mandated training courses on child abuse to fulfill the requirements of California AB 1207.

# **"Learning Through Love Gives Life"**

## **Welcome**

Welcome to the Santa Ynez Valley Presbyterian Preschool. We hope this handbook will be a help to you in understanding our preschool.

The Preschool was founded in 1962 as a non-profit, non-denominational, Christ-centered ministry that seeks to promote the spiritual, emotional, mental, physical and social development of each child in its care. We provide an emotionally secure atmosphere where your child can grow in Christ's love through vivid and stimulating experiences. Under the direction of loving Christian teachers each child learns how to meet and solve problems, follow directions, make plans, accept responsibility, understand others and share ideas. Math, language arts, science, creative expression through art, dance, music, drama and physical outdoor play are all part of the learning experience.

We believe it is essential for young children to learn about Jesus and his love for them. The children attend chapel twice a month to enrich their spiritual awareness. The staff begins each day with a prayer.

"Learning through Love gives Life" is the motto of our preschool. This is the experience we hope to give your precious child.

## **Vision Statement**

"Let the little children come to me" (Mark 10:14). The SYVPPS endeavors to nurture and lay a strong Christian foundation for the children and families of the valley.

## **Mission Statement**

The SYVPPS is a non-profit, non-denominational, Christ-centered ministry to both the children and the parents of the SYVPPS and the community at large. The school promotes Christian nurture in an environment providing a wide variety of creative activities and experiences for preschool children and their parents. Our mission is to promote the spiritual, physical, mental, emotional and social development of each child in our care to lay a Christian foundation for the children's future development and education.

### ***Preschool Program***

We know that at no other time in their life will your child grow at such an accelerated speed. Therefore, Santa Ynez Valley Presbyterian Preschool provides a loving, stimulating environment to explore and learn about their uniqueness in God's eyes. Our goal is to build from one experience to the next by providing activities that:

- \* Promote positive self-esteem
- \* Instill awareness of who they are in God's world
- \* Allow each child to experience success
- \* Incorporate using more than one skill at a time
- \* Are flexible enough to meet the needs of the child

### ***Developmental Approach to Teaching***

At our preschool we have a developmental approach to teaching your child. We believe that each child will go through a somewhat predictable cycle of developmental stages. In this respect, each child is like every other child. However, every child has a unique rate and pattern of growth. In this way, each child is different from every other child.

We view children as total beings. The physical social, emotional, intellectual and spiritual aspects of development depend on and support each other. These aspects are not separate and one should not be pushed ahead of others.

When children are ready, and only then, will they walk, talk, read and perform other academic functions with ease. We support looking at where your child is now and not where you think they should be. Delayed development is not necessarily associated with later problems in children, but simply reflects different rates of growth.

School readiness is the ability to cope with the school environment in all areas of development without undue stress. Children grow and mature at different rates. Not all children are ready for kindergarten at the same chronological age.

### ***Attendance***

Please call the preschool if your child will be absent and let us know the nature of the absence. Your child's classmates always ask and we want to be able to pray for your child.

Visiting relatives and friends may not participate at preschool with your child. We have specific guidelines regarding class size and our insurance only covers children enrolled in the preschool.

### ***Arrival and Dismissal***

Classroom doors open at 9:00am. Please accompany your child to their classroom, sign in and remain with your child until they are accepted by the teacher.

**State law requires each child to be signed in. Both the first and last names of the adult signing in the child are required.**

### ***Late Arrival Policy:***

We understand that there might be mornings when your child is late. When your child arrives late their transition to the classroom is more difficult and they miss out on important learning opportunities. Please call the office if you will be arriving later than 9:20am.

### ***Dismissal Policy:***

Be prompt for dismissal at 12pm. For your child's safety, please keep your child with you all the way to the car. If your child is going home with another child after preschool, please inform your child's teacher with a written note. Adults picking up your child must be on your child's emergency sheet. Children must be picked up by 12pm from the preschool program, and 4:00pm or 5:30pm from Bear Care.

***A LATE FEE of \$5.00 will be due for every 5 minutes late***

### ***What to Wear***

Please label all sweaters, jackets, lunch boxes and backpacks. Children should wear play clothes that are easily laundered. Some of our activities can be messy and can result in stained clothing even though we try to be careful. Clothing that is easy to put on is very important to a child's independence and self-confidence. Overalls, jumpsuits, belts with buckles, bodysuits, and snap fasteners are very difficult for young children. Children should wear shoes that they can run easily in. The shoes should fasten securely to their feet and have soles that provide good traction.

### ***Snacks at Preschool***

Snack time is a special part of your child's day. Good nutrition is a vital component of healthy child development. Our policy for snack time and lunch is to encourage children to eat a variety of foods, especially fruits and vegetables, in a relaxed home-like atmosphere.

A mid morning snack of fruit or vegetables accompanied by various whole grains and proteins and water is provided. Please alert us to any food allergies that your child might have.

### ***Parties***

We celebrate birthdays during snack time. Summer birthdays are called "special days". If you would like to bring a snack to celebrate your child's birthday or special day, please talk to your child's teacher. We recommend you bring simple and nutritious foods that the children can eat with their fingers.

### ***Allergies***

Please be aware that children in your child's class may have food allergies. Be considerate when you bring in food for your child's class. Please talk to your child's teacher or the office staff if you have any questions.

If your child has a food allergy or medical condition that requires a special diet, we ask that parents supply snacks for the child that can be used in case their class has a snack that may not be appropriate for them.

### ***Scheduling Options***

Two-Day Program (Tue/Thurs)

3-year old only (9am-12pm).....\$210.00/month

Three-Day Program (Mon/Wed/Fri)

9am-12pm.....\$295.00/month

Four-Day Program

9am-12pm.....\$375.00/month

Five-Day Program

9am-12pm.....\$465.00/month

### ***Bear Care***

Bear Care is our contracted extended day care program. The hours are from 12:00pm to 5:30pm. You can choose to pick-up at 4:00pm or 5:30pm. The child must be enrolled a minimum of two days per week. Two weeks notice is required to change or drop days. Children bring their own lunch and drink.

An afternoon snack is provided. The afternoon activities include lunch, group time with story and music, rest time, snack, art, inside and outside free play.

Rest time is from 1:30-2:30pm

### ***Your Child's Health***

Be sure your child is well before coming to school each day. Your child's health is a matter of major importance to everyone in the class. If your child develops symptoms of illness during the day, we will first try to contact you. If we are unable to reach you, we will try to contact the people you have designated on your child's emergency sheet. If necessary, your child will be removed from their classroom until you arrive. In case of a medical emergency, you will be called immediately. If you cannot be reached, your personal physician will be contacted.

#### ***Please keep your child home for the following reasons:***

- \* Has a rash
- \* Has a fever or had one during the previous 24-hours
- \* Is taking an antibiotic, wait 24 hours after the first dose is administered to return to preschool
- \* Has a sore throat
- \* Has a pain in the ear, head, stomach or chest
- \* Has thick colored nasal discharge and/or sneezing and/or coughing
- \* Has red, crusty, itchy eyes. The child must remain at home 48 hours while being treated with antibiotics and should return to school when there is no discharge from the eyes
- \* Has experienced vomiting or diarrhea, keep at home until symptoms are gone for 24 hours

If your child has a communicable disease, please notify the preschool immediately at 805-688-4440.

### ***Medication***

Prescription medication will be given to your child ONLY when it is accompanied with a written note from your doctor stating the dosage needed and times when to be given. Medication must be dispensed from original Rx bottle with the physician's directions. OTC medication can be given in the original container with parent consent and directions. Child's parent must sign a Medication Release form which allows preschool staff to administer.

### ***Sharing***

Sharing is educational and fun for your child. Please follow the teachers' guidelines for what to share.

We can not be responsible for breakable or valuable items.

**We ask that no toy guns, war toys, or other toys of destruction be sent to preschool.**

### ***Field Trips***

Field trips are short excursions to places of interest. These trips will relate to specific themes in the curriculum. A signed permission slip is required for your child to participate in these field trips. Parent volunteers in their own private vehicles provide the transportation for these trips.

Parents who plan to drive for a field trip must complete a "Certificate of Insurance" which is kept on file at the school office.

**All children under 6 years of age or 60 lbs. must use their car seat during field trips.**

### ***Conferences***

Arrangements can be made at any time during the year to meet with your child's teacher or the director if there is a need or concern. We are here to help create the best possible educational experience for your child. Individual parent-teacher conferences will be held in the spring.

The date is on the preschool calendar. At that time, the teacher will give you her perception of your child's development growth and together you can plan for his/her educational future.

### ***Parent Club***

The Parent Club was started in 1982 as a group with the desire to plan activities and raise money for the preschool. It meets once a month to plan activities and fundraisers. The activities are to promote family life and togetherness. It also plans fundraisers that provide equipment, education enrichment and teacher appreciation gifts. We encourage all parents to attend the Parent Club meetings and participate in the planning of the events. It is another way you can become actively involved in your child's education.



### ***Behavior Management***

We allow children of comparable size and ability to work out their own solutions and problems. We encourage shy children to be assertive and the staff works with them to help them express their needs and feelings. Aggressive children are helped to verbalize the reasons for their behavior. We help each child understand on another's actions. Staff steps in and re-directs children when needed. A child may "lose the privilege" of playing in an area if they are having a consistent problem with attitudes and or actions towards others. Children also may "lose privileges" when there is continued disruption and or disobedience. If the child's behavior becomes too disruptive they will be brought to the office. You will be notified if your child's behavior has warranted a visit to the office. Your cooperation is imperative in helping us keep classroom order. The school's policy for aggressive behavior, defined as any behavior that is a danger to others, the environment or themselves, including biting, is a maximum of 3 incidents and the child will no longer be allowed to attend school. Each incident will be documented, and parents (Guardians) notified in the following manner:

#### ***First Incident:***

A documented note and phone call explaining the incident, how it was handled and who it was handled by. Parent's may be asked to pick their child up immediately. Parents will sign the note and and return it to the office.

#### ***Second Incident:***

A documented note and phone call to set up a conference with the parents, the director's and teacher(s) involved. Parent's may be asked to pick their child up immediately. A reminder of the school's aggressive behavior policy and a plan to help the child with self-control at home and school will be made.

#### ***Third Incident:***

The child will not be allowed to attend school for the remainder of the school year for a third violent episode including biting. Parents will be asked to pick their child up immediately.

### ***Parent/Student Interaction Policy***

If you, as a parent, have an issue with a child other than your own while on the SYVPPS campus, you must speak to a teacher or the Preschool Director. It is never appropriate to reprimand or discipline a child unless that child, or another child, is in danger.

### ***Potty Training Policy***

Children must be potty trained to attend preschool. They may not wear pull-ups at school. If a child has three bowel accidents at school, they may be asked to leave school until they are completely potty trained.

### ***School Website and Classroom Websites***

Monthly events, registration, photos, and other important upcoming activities are all available on our school website, [www.syvpps.org](http://www.syvpps.org)

Please be sure to check the website often for updates. Each classroom has a password-protected page where parents can access class directories, sign-ups for class parties, monthly activities, share days, and much more. Passwords are sent home with students the first week of school. Please be sure to check out your child's classroom webpage often for updates.

### ***Santa Ynez Valley Presbyterian Preschool Board***

The Preschool Board meets once a month to ensure a quality educational program for your child. It is made up of a variety of appointed members including Parent Club representatives, preschool staff and members of the SYVPC. They are committed individuals who set goals and enact policies, adopt budgets and review expenditures, oversee personnel decisions and help to define a quality education for the school's children. As a parent, your recommendations, criticisms, and questions can be expressed to the Parent Club representatives. From there the Parent Club representatives relay any concerns to the board. You are always welcome to discuss privately any concerns you may have with the director.

### ***Calendar 2022-2023***

Parent Orientation	August 22,23
First Day of Full School	August 24,25
Labor Day - NO SCHOOL	September 5
NO SCHOOL	October 10
Veteran's Day - NO SCHOOL	November 11
Thanksgiving Break	November 23-25
Christmas Chapel	December 12,13
Christmas Vacation - NO SCHOOL	December 19-30
School resumes	January 2
Martin Luther King Jr Day - NO SCHOOL	January 16
Winter Break - NO SCHOOL	February 20-24
Parent Conferences - NO SCHOOL	March 30,31
Spring Vacation - NO SCHOOL	April 3-10
School Registration (Church & School)	April 17
School Registration (Community)	April 24
Father's Saturday	May 6
Mother's Day Teas	May 9-12
End of Year Bear Picnics	May 24,25
Last Day of School	May 25