

Handbook of School Policies & Procedures



Pali Pres Preschool

Palisades **P**resbyterian **P**reschool

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WELCOME TO PALISADES PRESBYTERIAN PRESCHOOL

Dear Parents,

Welcome to Palisades Presbyterian Preschool! The staff and I look forward to our year with you and your child. Our preschool is a part of the outreach ministry of Pacific Palisades Presbyterian Church.

We offer a nurturing and stimulating educational environment for young children between the ages of two years through entering First Grade. Our program believes in the benefits of play-based learning. Learning is going on in everything we do. We also believe that individuals are responsible for their own behavior. Therefore, we will give children safe choices and allow them, insofar as possible, to experience the natural consequences of their decisions. It is our goal to help children reach their full potential. Pali Pres has long been a leader in early childhood education; our philosophy insures a child-centered, age-appropriate, well supervised, safe environment.

For many of you this is your first school experience. We want this year to be a positive experience for your family. In this handbook we have tried to answer questions you may have regarding our program. Of course, you should feel free to come into the preschool office with any additional questions you may have.

On behalf of the administrative team and our many talented staff I wish to express how excited we are to be with you during this part of your family's wondrous journey into the preschool years.

Sincerely,

A handwritten signature in black ink that reads "Julie Baczewski".

Julie Baczewski
Director. Pali Pres Preschool



Pali Pres Preschool

Dear Pali Pres Parents,

I hope everyone is looking forward to a great school year.

Pali Pres is a nut free environment and I'd like to remind you about our **Nut Free Policy** at Palisades Presbyterian Preschool. It is a policy that needs to be taken quite seriously because of its extremely dangerous consequences.

Nut allergies can be life threatening. It takes only the slightest smell, touch, or ingestion of peanuts, nut butters, or nut oils to trigger a reaction. A product 'may contain trace amounts of nuts' or a product that has been 'processed in a plant that also manufactures nut products,' can cause a potential anaphylactic reaction. This can happen so easily. Again, it only takes the slightest smell, touch or ingestion.

We are asking all of you to please, please keep this in mind when sending lunches for school, birthday treats, or any other snacks to school. If you can take a few seconds to read the labels of any prepackaged product, or to pick up the phone and give us a quick call with any questions, it would be greatly appreciated.

Thank you all so much for your cooperation.

Warmly,

Julie Baczewski
Director, Pali Pres Preschool

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By Dorothy Law Nolte

MISSION STATEMENT

Palisades Presbyterian Preschool (“Pali Pres”) is a Christian weekday school for preschool children two years to entering first grade. The preschool is an integral part of the church’s youth program, which is open to youth of all ages, from preschool through high school. Pali Pres is also part of the church’s general ministry to the community. The school is open to all children, as we believe that every child is unique and loved by God.

Pali Pres strives to give each child affection and acceptance so that he or she may develop emotionally, spiritually, physically, mentally, and socially. This is done in an environment which is nurturing and child centered, providing a developmentally appropriate curriculum. Based on the theory children learn through play, we provide classroom routines, active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed to balance teacher directed activities, child directed activities and free choice, as well as active and quiet times.

Recognizing that children grow in predictable stages, we treat each child as an individual by allowing them to work and play at their own level. We teach a love of learning by allowing children to fully experience their own stage of development without pressure. Both our indoor and outdoor environments are carefully planned to encourage independence and choices. A wide variety of activities are offered in the areas of creative art, math, science, cooking, tactile play, music and movement, large motor, practical life, dramatic play, language arts, fine motor and manipulatives.

GOALS

The goals of Pali Pres are achieved through maintaining small groups of children, usually no greater than 16 children, who are warmly directed by two teachers. Some of the specific goals are: To help the child feel comfortable relating in a social setting. To promote cooperation, independence, confidence and language development in the child. To help the child develop both large and small motor skills. To help the child’s intellectual development by fostering cognitive learning, concept formation, self-awareness and curiosity. To foster imagination and creativity through fantasy, and opened-ended experiences. To help the child learn how to follow directions, complete tasks, and develop impulse control. To encourage the expression of feelings in socially acceptable ways. And to encourage a positive attitude which, along with competency, develops a positive self-image.

OUR STAFF

Each staff member has been selected because of a strong commitment to the education of young children. This interest combined with his or her unique talents, experiences and education create our well-balanced teaching, administrative and support staff at Pali Pres. Each staff member is charged with the total responsibility of working together in a united way, as a team, to promote smooth school operation. The quality of the staff makes the difference and creates excellence in the school program. All our staff meet or exceed the minimum requirements of the State of California licensing. The qualifications for all staff members include certain personal character traits that contribute a positive influence on how job responsibilities are carried out.

BABYSITTING POLICY

It is policy that staff members do not baby sit, nanny or supervise children outside of school. Due to insurance regulations, teachers are not allowed to take any child, in a teacher's car or the parent's car, away from the childcare facility. This puts a strain on the home/school relationship and takes away from the teacher's professionalism in their chosen field. Teachers are also not permitted to provide parents with their personal cell phone or home phone numbers.

PROGRAMS

Pali Pres offers programs for children eighteen months through five years of age.

Parent-Toddler Program – The Parent-Toddler Program is the program for 18 months to entering preschool along with their parent. We offer a variety of activities including: Art, Music, Gymnastics, along with a “mini preschool day.” Children are offered appropriate indoor and outdoor play experiences in a safe environment.

Two, three, four and five year olds – A half-day preschool is available two, three or five mornings a week from 8:45AM-12:15PM. The children are grouped by age into small classes of no more than 16 children with two qualified teachers.

Transitional Kindergarten – Our program is for children who will be attending Kindergarten the following year, five mornings a week from 8:45AM-1:15PM. The class may have enrollment up to 16 children with two qualified teachers.

Summer School/Camp – A summer school/camp program is regularly offered to currently enrolled children of the preschool initially and then to the larger community. The nature of this program is subject to the availability of teaching staff and the number of children enrolled. A separate enrollment process takes place in the spring with fees and tuition set each year.

ORIENTATIONS

There are two types of orientations: Home Visits - The teachers will come to your home to meet your child. The teachers can take a picture with your child so they will have that photo to look at in anticipation of coming to school. Have your child show the teachers their room or a favorite toy and talk up how fun school will be this year. Please keep it simple, the teachers have only a limited time for home visits and lots of families to see.

Back To School Night - Our meeting will take place on campus. The meeting will be about 90 minutes and is a parent only event. The evening will consist of a quick presentation to help you and your child transition into preschool, the Parent Handbook, fundraising and extracurricular activities. Afterwards, you will spend the rest of the evening meeting and discussing the new school year with your child's teachers and the other parents in your child's classroom.

PARENT INVOLVEMENT PROGRAM (PIP)

We invite you to volunteer for our Parent Involvement Program (PIP). There are many ways preschool parents can participate in school activities and enhance the quality of the experience for their child. Parents can lead an activity in the classroom or Outdoor Classroom, volunteer to be a room parent, or sign up to become a member of an ongoing PIP committee. Dates will be scheduled for a general informational meeting at the beginning of the school year as well as parent participation throughout the year. Please refer to your online school calendar and our monthly newsletters.

CLASSROOM ASSIGNMENTS

We hold our Back to School Night at the beginning of each year to review a few facts and introduce you to your child's teacher. Children are initially placed in a classroom by birth date. We place children in a classroom that will enhance their opportunities for growth and development. Each class is balanced between genders according to enrollment as well as individual needs of each child.

We work extremely hard on classroom placement; to find the best fit for your child. We group children initially by age. The chronological and developmental similarity helps the classmates to become interactive quickly and easily. Social, cognitive, emotional and physical activities are planned for each day. We know, that children who learn by experiencing success in all areas of their development, will become excellent students as they grow older. It is our practice to treat children with the respect due to every person and to encourage them to appreciate privileges and the responsibilities of those privileges. We do not tolerate any kind of labeling or stereotyping of children at this facility.

PREPARING YOUR CHILD FOR SCHOOL

Before starting school, discuss with your child some of the things they will encounter at school, including: other children their own age. Describe toys and equipment you have seen in their classroom at Back to School Night. Tell them their teachers' names. Describe, simply, some of the activities in which they will participate. All the while reassuring them that you will stay until they become comfortable with their teachers and make some friends in the classroom.

IMMUNIZATION POLICY

Parents' are required by the State of California and the Department of Immunizations to have their child immunized before starting Preschool & Pre-Kindergarten (Child Care) starting July 1, 2019 and at each age checkpoint after entry. To be enrolled in Palisades Pres Preschool a child **MUST** have the following immunizations from 18 month through 5 years of age a child must have: 3 Polio, 4 DTaP, 3 HepB, 1 Hib, 1MMR, and 1 Varicella. For more resources on immunizations: <https://www.shotsforschool.org>.

INTEGRATION PROCEDURES

Parents are asked to bring with them to school their computer, book or magazine to read. Chairs will be set up on the patios or against one wall of the classroom. Reassure your child that you are there with them, but you are asked to stay in your seat as much as possible. When your child wants to show you something or wants to complete an activity with you, you may join them for that specific activity and then return to your seat reminding them that you are there.

In most cases bottles and pacifiers are not allowed at preschool. Exceptions can be made for the child who is enrolled in our extended day program and napping at school. We do not have any kind of bottles except for water bottles that should be labeled with the child's name and kept in or attached to their lunchbox.

While you are at school the teaching team will begin to engage your child in various activities. This is to build their relationship from the start of the new school year. As your child makes friends and begins to feel comfortable with their teacher, you can begin to leave the room for short periods of time. The teachers will work with you in integrating your child into school.

POTTY TRAINING

Children must be in the process of toilet training to attend. Pali Pres is not equipped nor is intended to be a full-service day care center. For this reason it is required that the parent/guardian or some other responsible adult designated by the parent/guardian be available promptly by telephone at all times while the child is in attendance in the event of sickness, major toilet training accident, or other reason requiring their presence.

HOURS- REGULAR AND EXTENDED

Children arrive at 8:45 for morning school and dismissal is between 12:10–12:15. Please be prompt at drop off and pick up. It is the parent/ guardian's responsibility to sign your child in and out of school. Be sure your child has said good-bye to the teacher and leave promptly. **The children are not permitted to play on the equipment after lunch.** **Please curtail conversations with other parents until after you have left the school. Phone conversations from home are best. If you wish to discuss your child with his/her teachers, please schedule an appointment with them.**

The Transitional Kindergarten (TK) will run from 8:45-1:15 pm. The children are welcome to stay for the extended day until 3pm.

You are required by law to sign your child in and out of our facility. An adult 18 years of age or older can pick up the child, if that person is listed on the child's pick up list located in the preschool office.

EARLY DROP OFF / EXTENDED DAY PROGRAM

Early Drop Off Program – The Early Drop Off Program is from 8:00-8:45 a.m. Children of all ages participate. We meet in the Outdoor Classroom for outdoor play, puzzles, arts & crafts and books. At 8:45 the teacher will sign your child out of early morning drop off and walk them to their classroom where they will begin the morning program.

Extended Day Program- The children go into either the Yellow or Green room where they engage in theme activities. There is a teacher and aide for 15 children. If more than 15 children sign up on any given day, an additional teacher and/or aide will be provided. Each day offers a new activity including cooking, science, arts and crafts, drama and music and movement. Parents may “pick and choose” the days depending on the interests of their child. After the prescribed activity, Pali Pres is required by law to provide the children with “quiet time”. Each child is given their own mat and sheet where they can rest. Soft music is played and teachers circulate and rub backs. Children are not required to sleep. Looking at books or quietly doing a puzzle on the mat is acceptable. Quiet time runs for 30 minutes. After quiet time we have a small snack and children are picked up at the classroom **no later than** 3:00 p.m.

Please be prompt in picking up your child. Our teachers and aides have commitments outside of Pali Pres.

LATE PICK-UP CHARGES

Late pick-up after **3:00 pm**, will be a charge of **\$25 for the first five minutes and a dollar per minute thereafter**. *Please note repeated late pick-up of your child after 3:00pm will result in the loss of your child's participation in the Extended Day Program.* Late parents can pick up and sign out their children in the preschool office.

TRANSPORTATION AND PARKING

Transportation to and from preschool is the responsibility of each family. The parent/guardian must stay with the child until accepted by the teacher and signed in. If your child arrives by car, it will be necessary to park the car and bring the child to the yard or his/ her classroom. We require children to hold their parent/ guardian's hand while walking in the parking lot. **PLEASE do not leave siblings or animals in a parked car. No one can watch that child and it is very dangerous.** We do provide a roster of enrolled children to aid in forming carpools as soon as possible. Please notify the office if you do not wish your address, to be listed. A school-wide roster is distributed to all the families with children enrolled at Pali Pres. It is against school policy to use this roster to benefit any personal businesses you may have.

The parking lot has one way in and one way out. Please use the driveway nearer Sunset Boulevard to enter and the rear driveway (by Muskingum Avenue) to exit the parking lot. The speed limit in the parking lot is 5mph.

Frequently the Pacific Palisades Presbyterian Church will rent our parking lot to movie crews to park their vehicles and catering trucks. We have a local private patrol to secure our lot and the preschool as well as requiring each production company to provide an on-site security guard.

PARKING LOT SAFETY

The most dangerous location on our campus is the parking lot. Please abide by the following guidelines:

1. Drive SLOWLY and cautiously. The speed limit in the parking lot is 5 MPH.
2. NEVER leave any child or animal unattended in the car no matter how quickly you think you will return or how inclement the weather.
3. Keep children close to you as you walk them through the lot.
4. Please refrain from using cell phones in our parking lot.
5. Park in the designated spots only. NEVER park in the handicapped or red zones. This is a ticket-able offense.
6. The **entrance** to the parking lot is through the driveway closest to Sunset Blvd. The **exit** is next to the basketball courts. There is only a one-way flow of traffic in the parking lot.
7. Do not leave the car running-for the air-conditioning or any other reason.

CHAPEL

We hold our Chapel service each Wednesday at 9:15 a.m. It is a special time when the whole school can be together for games, singing, and a Bible story. Parents are invited to attend Chapel with their children.

We will include Bible stories and songs, statements of Christian faith, and Biblical concepts. Bible stories and songs are chosen that are age appropriate. The stories share concepts or themes that contribute and support the prescribed curriculum, developed by the Director and staff for our children. Some of these “Big Ideas for Little People” include thankfulness, gratefulness, sharing, caring, appreciation, manners, etc.

We recognize that many aspects of Christian belief, which are central to our faith, are generally too abstract in concept for teaching to preschool children, which is why we simplify them to an appropriate level for preschoolers.

EXTRACURRICULAR ACTIVITIES

During morning school, weekly classes include: Do, Re, Mi Music Classes, and Gymnastics.

AFTER SCHOOL CLASSES - 12:30 or 1:30pm

We offer a variety of afterschool classes to promote both fine and gross motor activities as well as opportunities for socialization. There are three sessions per school year to sign up for. You will receive sign up information via email.

CHURCH MICE

Preschool families and community members are invited to participate in all of our youth programs – “Church Mice” (Mondays - 1:30-2:15p) for preschool age children (**3 to 5 years**), “Lil Ninjas” for elementary (**grades K-2nd boys**), “Mid Crew” (**grades 3rd-5th co-ed**), “P3 Crew” (**grades 6th-10th-co-ed**) and “LIT” Leaders in Training (**11th-12th grade co-ed**).

SNACK/LUNCH

The school provides a mid-morning snack consisting of water and a variety of crackers, vegetables, or fruit. Snack menus are posted in the classrooms. **Please note: Pali Pres is a Nut Free School. Please write any food allergies on the health form; inform the teacher and send a special snack if necessary.**

Children bring a lunch, including a beverage, from home in a lunch box. Here are some samples of what to bring: a sandwich, cheese, yogurt, pizza, fruit, milk or fruit juices. Several different ice or cold packs are available from local drug stores. **We do not refrigerate lunches.** Teachers assist the children with their lunch containers when needed, but we encourage self-help. Please be sure the lunch box is legibly marked with your child's name on the outside. Lunch is a very social time and sharing food is discouraged due to possible food allergies. Please do not send anything made with nuts or made in a facility with nuts, gum, soda, or candy in your child's lunch. It is a good idea to discuss with your child his/her lunch preferences – especially if you notice he/she is not eating it or disposing of it.

HEALTH

Only healthy children/staff may be on school grounds. **Any child/staff that does not appear well will not be able to interact with healthy children/staff.** For the protection of your own as well as other children, please keep your child home if there are any signs of illness. Report any contagious disease immediately so that parents of other children in the group may be alerted. A child may return to school only when well and without health restrictions and free of fever, runny nose, or diarrhea for **24 hours**. If your child has an allergy or any other physical problems, please have your doctor note it on the health forms. Medications will not be given at school. **Please notify the school of a child's absence including cases of serious illness, communicable disease, or extended absence.**

If your child becomes ill at school, they will be brought to the school office to rest on sick bed and a parent/guardian will be called to pick up sick child. Adequate nutrition for your child will be provided.

Children have the opportunity to play in the shade. When in the sun, they should wear sun protective clothing, have skin protection applied, or both. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin. Please provide only spray-on sunscreen with a note written giving us parental permission to apply.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellants containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission.

BEHAVIOR

Setting limits gives the child a sense of security. Despite the limits, difficult situations will arise. At these times, we will redirect an uncooperative child to another activity. Our purpose is to teach the child control of their emotions, not to stop expression of feelings and moods. If continuing problems do exist, parents will be contacted so that we can work together to attempt to solve them in a positive manner.

Pali Pres practices a very positive form of discipline. Children are never punished, spanked, scolded, or treated harshly in any way. It is our belief that children misbehave as an attempt to meet a need in a way that doesn't work. Our job is to help them learn a new way that does work.

The process for this includes teaching words that describe feelings, needs and desires. Children are aided in identifying their feelings or needs and are taught words and ways in which to get those needs met. Although this process is time consuming, in the long run it is the most successful because children eventually internalize the value of appropriate behavior.

Time out is not used because we view it as punitive. There may be occasions when a child needs to be isolated from the other children, but a teacher will sit with the child during those times.

Biting, as language is developing, sometimes happens at preschool. Teachers are trained to comfort the child who was bitten. Parents of all children involved will be notified. If additional biting occurs parents will be asked to come into school to have a conference with teachers and the Director.

CLOTHING

Dress children in **simple, washable play clothes** that are free of complicated fastenings and do not restrict active play or messy activities. For potty training, elastic waist pants encourage self-help, which builds a child's self-confidence. Shoulder straps with buttons and tight waistbands, which require snapping and/ or zipping, discourage a child from even trying. Tennis shoes are the most sure-footed for climbing and running.

Please, no slippers, flip-flop sandals, boots, Crocs, Mary Janes, or long dresses. Mark all outer garments with your child's name to prevent loss. You will be asked to send a set of your child's clothing in case of accident or too much water play. Dress your children warmly for the yard, as it is usually chilly in the shade. The only thing that will keep us inside is heavy rain, so hats and mittens should be considered on really cold days.

BIRTHDAYS

Children enjoy sharing their birthdays with their friends at school. Each child's birthday is celebrated with special recognition. If parents wish, they may bring a simple treat to share at the end of the day. We prefer small cookies, mini muffins, cheese cubes, carrots, celery sticks, or fruit. Please keep our no nut policy in mind.

If you intend to bring a treat, you must arrange the date with the teacher since some birthdays fall between school days. **Invitations for home parties may not be distributed at school unless the entire class has been invited. Furthermore, children should not be picked up from school as a group to go to a party. This may cause unnecessary confusion or grief for those children not invited.**

BRINGING ITEMS FROM HOME

Please leave your child's toys at home or in your car. Young children are unable to allow other children to play with their precious belongings. It is hard enough to share school toys with others in class. Books are always welcome. Teachers will send toys home upon arrival.

PARENT/ TEACHERS CONFERENCES

Parent-Teacher Conferences are held twice a year to review a behavioral/development assessment completed by your child's teacher. If a parent or preschool staff feels a need for an additional conference it will be scheduled accordingly.

Occasionally it becomes necessary to discuss a child's development. In most cases, these situations are corrected with time. On the rare occasion when this does not happen, the teacher or Director may suggest the child be evaluated by another professional. It is in the best interest of the child to follow through with such an evaluation because early detection and intervention of most developmental delays or disorders can make a substantial impact on the child's opportunity for improvement. The preschool has a list of community resources available for our parents.

HOME-SCHOOL COMMUNICATION

Your child's teacher will send home a monthly newsletter via email informing you of themes and upcoming events.

When you have a message for the school, please email the teachers at their school email address (ie: yellowrm.palipres@gmail.com). The only thing that changes is the color of the room; the rest of the email stays the same. Please copy Julie or write a brief note and bring it to the office. We must know if someone other than the parent or carpool person, whom you have designated, will take your child home. We will ask for ID if they are not listed on the state forms you have completed. We would like to be notified if something unusual has affected your child at home or school.

Parents are encouraged to visit and help at the school at any time.

TUITION POLICY

Tuition is an annual fee, which is divided into 10 equal installments. A full month's installment is paid with the Enrollment Contract and will cover the last payment/installment. Tuition is due on the 12th of each month. **A tuition statement will be sent via email on the first of the month.** Payment is available online or a check can be made payable to **Pali Pres**. A **Late Payment Fee/ Penalty** will be assessed for all uncollected tuition after the 12th of the month. The fee is **\$15 per week** for tuition not paid by the 12th, assessed from the 1st of the month. *Failure to pay your monthly tuition by the 30th of the month will result in the loss of privileges and your child cannot return to school until such tuition is paid in full.* A **\$35 fee** will be charged for checks returned by the bank for insufficient funds.

As a convenience for our parents we also accept MasterCard, Visa, and automatic withdrawal from your checking account. Parents can set up a recurring charge or one-time charge. Please note that the services noted have a 3% surcharge for use. This is a fee that we incur from the credit card company and pass along to the parents.

No adjustment or make up days will be made for absence due to illness, vacations, or days you choose to keep your child home. Our enrollment is limited. You pay to keep your child's place.

As set forth in more detail in the Enrollment Contract, Pali Pres reserves the right to dismiss any child for reason of non-payment of fees, the inability of the child or parents to adjust to the school program, or if the child or parents' behavior is unsuitable or interferes with the safety or welfare of other children and staff. This handbook is for information only. Please refer to your enrollment contract for more detailed information.

TUITION ASSISTANCE

Scholarships are available at Pali Pres and are based on financial need. The Preschool Director and Board of Directors review all written requests which are confidential and reviewed once a year.

SAFETY/ EMERGENCY INFORMATION

1. All of the state required forms must be on file in the school office prior to the first day of school. Parents are responsible for keeping the school informed of any changes in emergency information, especially the childcare person. If there are any changes in home, work, mobile phones it is the parent's responsibility to notify the office ASAP.
2. Children will not be released to anyone other than their own parents or other adults authorized in writing in our office. If someone else is to pick up your child, please call or email the office and let your child's teacher know.
3. If your child becomes ill during the school day, you or your emergency contact will be called to take the child home. Please be sure to input the school phone number in your cell phones **and answer when the school calls.**

4. In case of illness or accident requiring immediate attention, we will first attempt to contact a parent. We will then follow the instructions on the emergency form, calling the doctor and/ or paramedics. Our staff is greatly concerned about the physical well-being of the children and takes every precaution to provide a safe environment. Staff members are trained on a 2-year basis in CPR and first aid.
5. We provide accident insurance for injuries sustained during attendance at school.
6. In case of disaster, i.e., earthquake, fire, etc., that renders our facility unsafe, we would evacuate and walk to Palisades Charter High School. You would then pick up your child/children there.
7. As required by the Fire Department, we conduct monthly fire drills for the entire school. All children walk to the basketball court with their teacher and all emergency forms. The school's Director takes attendance and each child is accounted for. Annually we also practice lock down and earthquake drills.
8. Smoking, firearms and other significant hazards that pose risk to children and adults are strictly prohibited.

EARTHQUAKE/ EMERGENCY INFORMATION

Palisades Presbyterian Preschool is prepared to shelter and feed the entire school for a period of 24 hours after a disaster. This includes providing blankets, water, food and minimal first aid. A comfort letter, written by a parent is also used to sooth your child. Please be sure to turn that in with your State Forms to the preschool office.

The school staff will maintain responsibility for the students under the guidance of the Director. This will continue until each student has been released in writing to an adult named on the child's Emergency Card.

We have in the school office the special Emergency Form you completed which will be used only in the event of a major earthquake or other serious disaster.

Consider carefully those individuals to whom you wish to entrust your children and the possibility and probability of them being able to reach the school in case of damage to roads, etc. Members of your carpool, for example, may or may not be the best choice for this kind of emergency situation. You should make a specific plan with the persons listed on the form for reuniting your family.

In the event of an earthquake or serious disaster:

1. **Do not call the school. Please leave the phones free for emergency use.**

2. Church grounds will be secured during all emergency operations.
3. Students will only be released to an adult whose name appears on the Pali Pres Disaster Readiness Information Sheet.
4. The adult obtaining release of any student will be required to sign for that student at the time of release.
5. Parents unable to reach the school may be assured that care will be provided for their child by the staff of the school. If for any reason the need for childcare exceeds the limit of the school plan, the child will be taken to the nearest Red Cross evacuation center (Palisades High School) where a school staff person will remain with him/her until he/she has made contact with a family member.
6. Each family should discuss and establish emergency plans for their own home as well as procedures for when the family is not at home and /or not together. A large part of our confidence is that the school and family are working together on this plan for the child's safety.

SAFETY AND ACCIDENTS

The preschool staff uses its best efforts to supervise children, prevent accidents and avoid aggressive conduct between children. Nevertheless, it is reasonably foreseeable that accidents may occur due to the inherent nature of the program and the young age of the children. Falls or minor injuries, as well as other incidents such as scratching, and biting may occur during the school year. If the severity of the injury warrants parental notification, information will be given to the parent at pick up time by way of our Incident Report Form; a copy goes home with the child and a copy stays in the child's folder in the office.

Because the State of California forbids the use of any medication for children in our program, the staff will only wash injuries with soap and water and apply a bandage for cleanliness. Ice Packs may be applied in cases of potential swelling. Parents can take other measures once the child is back in their care.

In case of serious injury (head trauma, deep cuts, severe bleeding, sprained limbs, broken bones or other serious conditions) parents or emergency contacts will be notified immediately. Paramedics may also be called in these cases. Teachers are re-trained regularly in CPR and children's first aid procedures.

DIRECTOR'S OPEN DOOR

It is not necessary to wait for the end of the school year to discuss any aspect of the program or share concerns about your child's experience. Issues need to be discussed first with the person most likely to solve your concern. We ask parents to follow a simple formula:

Step One: Issues related to interactions in the classroom or on the play yard need to be addressed to your child's teacher.

Step Two: If the prior communications are unsatisfactory, the office staff or Preschool Director welcomes the opportunity to help by hearing your concerns over the telephone, by email or in person.

Step Three: If the issues remain unresolved, grievances can be voiced to the Board of Directors.

Teachers deserve the opportunity to respond to your concerns because they are the most informed about your child's experiences at school. Likewise, teachers will consult with parents regarding decisions and interactions affecting their child. It is this teamwork that makes the difference between a good experience for your child and a wonderful relationship for your family between home and school.

Administrative issues should be discussed with the office personnel.

CONFIDENTIALITY

Trust is an important part of the family-school relationship. In order to develop trust the teachers and staff maintain the practice of respecting confidentiality and anonymity when it comes to sensitive information about a child. Therefore, teachers share details about a child's behavior, development or interactions **only** with his or her parents. All children's privacy is respected. We recognize children's development is emerging and our responsibility is to nurture and protect that growing and changing child.

CELL PHONE USE

Cell phones provide important functions in our society, especially in cases of emergency. However, they can interfere with parent-child relationships, safety, and teacher communication when used at the preschool. Therefore, we request that parents and nannies refrain from talking on their phones while delivering or retrieving children, at attending a preschool function with your child, or while driving through the parking lot.

STATE LICENSING

Our school is fully licensed by the State of California and our license is displayed at all times in our office. We are inspected by regulatory agencies in the areas of health, fire, safety and child and family services. Our most recent inspection was in 2019. Please see the bulletin board in our office for state mandated postings. Our tax Identification number is printed on your contract, on your monthly invoices and is XB-95-1928299.

Children Learn What They Live

**If a child lives with criticism,
He learns to condemn.
If a child lives with hostility,
He learns to fight.
If a child lives with ridicule,
He learns to be shy.
If a child lives with shame,
He learns to feel guilty.
If a child lives with tolerance,
He learns to be patient
If a child lives with encouragement,
He learns confidence.
If a child lives with praise,
He learns to appreciate.
If a child lives with fairness,
He learns justice.
If a child lives with security,
He learns to have faith.
If a child lives with approval,
He learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.**

Dorothy Law Nolte

