

# **Coastal Community Preschool Parent Handbook School-Age Program**

Welcome to Coastal Community Preschool (CCP) School Age Program, an independent, private, incorporated, non-profit organization that serves children from Kindergarten to 2nd grade. The school is governed by a volunteer Board of Directors composed of Coastal Community Preschool parents, members of the Santa Cruz community, and teachers at the School.

## **Mission and Goals**

Coastal Community Preschool seeks to provide a safe, accessible, family-centered environment that nurtures children as individuals, fosters social understanding, and serves as a vital part of its local community. In this setting, we will celebrate the unique spirit of each child and strive to cultivate Good People who recognize and respect their own precious worth and that of others.

The School approaches this mission with the following goals:

- To create a sanctuary for learning that honors and protects each child's interests and ideas and encourages development at each child's own pace.
- To sustain a talented, experienced, and highly skilled faculty by ensuring respectable salary levels and benefits and maintaining a comfortable, stimulating workplace that encourages participation in organizational development.
- To provide a diverse and inclusive environment in which children learn to appreciate different lifestyles and cultures.
- To serve as an integral part of the local community by providing a variety of resources in support of strong families, successful parenting, and learning readiness.

## **Philosophy**

At CCP, we believe children learn best in a warm, welcoming, safe, and vibrant community where their ideas are respected, their motives trusted, and their needs are met to the fullest extent possible. In addition to creating and maintaining this environment, we are committed to fostering a sense of community by facilitating shared experiences that engage intellect, emotion, and senses, encouraging children to reflect on these together. By focusing on the child as both an individual and a vital community member, our goal is to help develop a sense of belonging and self-respect, as well as respect and compassion for others. We believe children have to develop socially in order to be prepared for school academically.

We are committed to providing developmentally appropriate experiences for all students. To do this, we must consider each child's developmental readiness and learning style. We also strive to create an excitement for learning by encouraging

children to recognize and appreciate their own interests and talents. To this end, Coastal Community teachers provide a large palette of rich and varied experiences, enabling children to explore many different avenues of creativity and learning. Teachers offer positive guidance to help children navigate the many possibilities, and hone in on those that build their self-esteem, enhance problem-solving skills, and create an enthusiasm for further discovery.

### **Admissions Policies and Procedures**

Coastal Community Preschool/School Age Program is licensed to provide the following program:

- We may accept children into the School Age program from Kindergarten until the age of 8 years.
- We accept children with physical or other limitations on an individual basis, contingent upon our ability to meet their needs.
- We maintain a policy of non-discrimination regarding race, creed, color, sex, sexual orientation, national origin, or disability.
- The Program Director on site can arrange parent observations of the classrooms and answer specific questions about the program. Prospective school-age children are welcome to accompany their parents during an observation visit.
- The Program Director will meet with the parent and child to determine whether the program can meet the needs of the child and the family.
- All entering school-age children must have up-to-date immunization records, a physician's health report, and emergency information on file in the preschool office before beginning school.

### **Non-Discrimination Policy**

Coastal Community Preschool & School Age Program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its admissions policies, financial aid, or other school-administered programs.

CCP does not discriminate against families, employees, or applicants for employment because of race, color, religion, national origin, ancestry, disability, medical conditions, marital status, gender, sexual orientation, pregnancy, age (over 18 for staff members), veteran status, or any other non-merit factors unrelated to job duties. Such action shall include, but not be limited to the following: recruitment, advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, employment, advancement, demotion, or transfer. Any person who believes that they have been discriminated against can contact the CCP Board of Directors.

The School is licensed by and is accountable to

State Department of Social Services  
Community Care Licensing  
2580 North Market Street, Suite 300  
San Jose, CA 96131  
408.324.1248

## **Personal Rights – Children and Parents**

All parents will receive a copy of the Personal Rights Statement (children's) and the Parent's Rights Statement which will need to be read, signed and placed in the child's file along with the following forms:

- Consent for Medical Treatment
- Child's Preadmission Health History/Parents Report
- Identification and Emergency Information
- Physician's Report with updated immunization records and TB test
- Signed admissions agreement
- If applicable, a Needs and Services Plan

A licensing agent has the authority to stop by the school at any time, with or without advance notice to perform a health and safety inspection. This person has the authority to interview individual children. The State Licensing Agency may be contacted by parents at any time. (See above contact information)

## **CCP Employees & Outside Work**

CCP employees who work other jobs, provide community services, or participate in external leisure activities are not permitted to market, promote, or offer these outside activities or events to families enrolled in CCP programs.

CCP shall have no legal liability or responsibility for any arrangements made between a staff member and a CCP family participant that occurs away from work and that is not part of a CCP recognized program within program hours. Such activities, should they occur, will not be covered by CCP's worker's compensation or liability insurance.

## **Tuition**

- The regular school year runs from August through May. The first tuition payment is due on August 1 of each school year. Thereafter, tuition payments are due by the first of each month, September through May.
- All tuition payments are made payable to Coastal Community Preschool and should be delivered to the School. There is a tuition folder in the parent file in each classroom.
- Tuition payments are considered to be late if not received by the fifteenth of the month and are subject to a \$25 per month late charge.
- **Late pick-up charge: a charge of \$20.00 for every 5 minutes will be applied if the parent or guardian is late picking up a child after their contracted schedule pick-up time a late fee will be applied.**

- **The School-Age program's official closing time is 5:30PM** for full-day schedules. This fee will be applied regardless of notification to the school regarding you being late. Late pick-up care charges are in addition to tuition and fees for the student's regular school program.
- **Tuition is subject to change annually.**

## Schedule

CCP strives to offer flexibility in scheduling. You may sign up for 3, 4, or 5 days a week; **we do not offer a 1 or 2-day-a-week schedule.** See the tuition schedule for more details. If you need to add an extra day to your schedule, you may contact the CCP office to see if there is availability on any day your child does not regularly attend.

## Holidays

CCP is closed on the following Holidays and childcare will NOT be provided:

Labor Day

Veterans Day

Thanksgiving Break (Wednesday-Friday)

Winter Break (see CCP calendar on website)

Martin Luther King's Birthday

President's Day weekend (4-day Fri-Mon) for exact dates see CCP calendar

Spring Break (see CCP calendar on the website for exact dates)

Memorial Day

## Daily Schedule

### Half Day

**12:30-2:25** Check-in: Kindergarten Children arrive from school and check in with their teacher. Upon check-in, they are able to eat snacks and engage in self-directed indoor play, reading, and games.

**2:30-3:15** Older children arrive, they are able to have a snack, a group meeting for all to discuss the variety of activities that are offered that day (i.e. arts & crafts, sports, science, games, etc.) and are asked to make a plan based on those activities.

**3:15-5:30** Inside/Outside Activities

## Curriculum

Our chief function here at CCP is to create a community and environment that is safe ... physically, emotionally, and intellectually. We actively utilize the emergent curriculum method to help children clarify their interests and come to a deeper understanding of topics they are interested in. We strongly value the Anti-Bias Perspective which helps children come to an understanding of their similarities and differences.

## Basic Services

As part of the above student's program, Coastal Community Preschool School-Age Care shall provide the following basic services:

1. **Crucial social interaction for your child's development.**
2. **Small teacher to student ratio** 10-1 for better learning and growth, for children ranging from Kindergarten to Age 8 (Second grade).
3. Physical, emotional, and intellectual well-being of your child
4. **Activities:** The above student shall be involved in a program of play and learning experiences that are age-appropriate for the children enrolled in the program. The teacher will assist with your child's online learning. Once your child is finished they will have activities in the classroom until all the children have completed their online learning with their elementary teachers after which, they will have the rest of the day to explore and enjoy; nature, art, science, music, reading, cooking and games. A balance of active and quiet play shall be offered with individual and group activities geared toward the emotional, social, physical, cognitive aesthetic, and individual growth of the students.
5. **Responsibilities for the above student:** the school shall assume responsibility for the above student after s/he has been signed in by a parent/guardian, or designated representative of the student's parent or guardian, and has been greeted by a teacher. The school shall retain responsibility until the above student is signed out by a parent/guardian, or designated representative of the student's parent/guardian. The parent/guardian shall be responsible for notification of changes in pick-up instructions and updating the list of persons designated to do so.
6. **Medication:** the above student shall be administered medication only upon the written request of the student's parent/guardian. The school shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for adverse reactions which are caused by the administration of such medication.
7. **First Aid:** The school shall give appropriate first aid to the above student if s/he is hurt. A parent/guardian shall be contacted if it is in the judgment of the school staff that immediate medical attention is necessary. In the event, that a parent/guardian cannot be reached, and staff judges the injury to be of an emergency nature, the student shall be transported to a medical facility by private car or ambulance. The parent/guardian shall assume full financial responsibility for all treatment.
8. **Personal Belongings:** The school staff shall make every effort to safeguard personal belongings brought by the above student but shall not be responsible for lost or broken items.
9. **Reporting suspected child abuse:** The Director or any other staff member shall report to Child Protective Services as required by law, any suspicion of child abuse, neglect, or endangerment of which they become aware.

Group times, large and small, which are part of the daily routine help the children learn to share, listen, participate, and care for one another.

All programs strive to maintain a close relationship between home and school, parents and staff, teacher, and child.

### **Homework Policy**

Each day, the center will provide a quiet homework area in which children will have the opportunity to do their work for at least 30 minutes. The program will encourage children to do their homework, but cannot be responsible for the completion and review of each child's work. The teacher can help with questions, but extensive tutoring cannot be provided. The classroom will have pencils, rulers, paper, and a dictionary.

### **Field Trips**

Field trips may be as simple as a walk around the neighborhood, to the duck pond, or have a more involved destination. General field trip information and guidelines are as follows:

- Parents need to sign a field trip permission slip upon enrollment to allow their child to participate in field trips.
- Parents will be notified ahead of time about any field trips happening in their child's classroom.
- Emergency cards and medical release forms are taken on all field trips.
- Adults will have children specifically assigned to them and will be responsible for them for the duration of the trip.
- Transportation includes walking and maybe on the city bus.

We do not offer any services other than these basic services.

### **Important Parent Information: Arrival and Departure Procedures**

**Sign in/Out** - Parents, and/or an authorized adult, **MUST** sign your child in and out each day. A form requiring your **full** signature (initials only are **not** acceptable), as well as the time of arrival and time of departure, will be available in each classroom. A comment book for special instructions (emergency phone numbers for the day, pick-up, or health information) will also be available.

Children will be released only to parents or those adults given specific permission on a pre-arranged basis. Parents must leave written permission authorizing someone else to pick up their child. A child will never be released to an adult we don't know without the express permission of the parents and only when proper identification is provided.

### **Please note the following important guidelines**

Until children are picked up by their parents or other authorized caregivers, they are required to stay in an area supervised by a teacher. Once a parent has signed a child out, the teachers will no longer be responsible for the supervision of that child. At that point, the parent is solely responsible for supervising the child. Also, be aware of your child's whereabouts while you are chatting with other parents at pick-up time. The parking lot can be a dangerous place.

### **Supervision of Visiting Siblings**

Coastal Community Preschool teachers share various duties, tasks, and supervision roles throughout the day. Because of this, we ask parents or other caregivers to help in the supervision of siblings and extra children who they may bring with them to school. The center has a high standard of care in regard to the supervision of visiting children. We ask that the adult keeps the visiting child or children with her or him at all times. If the visiting child is age 3 or under, we ask that the related adult hold the child, hold the child's hand, or closely supervise the child within arm's length at all times. If the visiting child is age 4 or older, we ask that the related adult keep the child in whatever area s/he is in and supervise appropriately. We enjoy getting to know our children's siblings and friends and welcome them as part of the CCP community.

### **Lunches and Snacks**

Parents must notify the teaching staff of any known food allergies or food restrictions affecting their child.

Children bring lunches and snacks from home. Label his/her lunch container with your child's name in an obvious place since we often have several lunchboxes in the same popular style. We would like for children to be in charge of their own lunches at lunchtime. Some sort of ice pack to keep things cool is also a good idea. If a child forgets their lunch, CCP will provide a meal/snack at no charge for the child.

### **Health and Safety**

There may also be a situation where the building is safe enough to occupy, but parents/guardians cannot get to the school to pick up their children. In this case, we will keep your child at school until you arrive or someone on your emergency form arrives. These possibilities make it necessary to identify alternative care sites (CARES), CCP families, or caregivers who have volunteered to care for one or more children in the event of an evacuation or stranded children. Establishing out-of-state or out-of-area contacts to be used if local phone lines are overloaded or cell towers are down would help in maintaining contact with the CCP families.

If we evacuate the building, we will leave a sign on the front door, and a message will be sent out through the OneCallNow system. We have enough emergency supplies stored outside the building for a couple of days if needed. Our policies and procedures for Disaster and Emergency Preparedness are posted and updated regularly.

### **Health and Wellness Policies**

Your child/ren must attend school daily in order to participate in the school-age program. If your child stays home from school during the day due to illness, s/he may not be dropped off at the CCP school-age program. Likewise, your child/ren cannot attend the CCP school-age program if s/he becomes ill at school. For the health and safety of the staff and other children, an ill child released by the school for parental pick up will not be permitted to sign into the center. In the event your child is suspended or expelled from school, they may not attend after-school care those days and there is no tuition adjustment in this situation. For questions concerning the exceptions to this policy, please contact the Program director.

### **Health and Medication Guidelines**

These health guidelines are for the protection of all the children and families of CCP. It is often difficult to tell how sick children are when they do not appear well. Because this is the age with the highest incidence of communicable disease, it is impossible to prevent illness completely, especially in a group situation. The spreading of illness and the severity of the illness may be reduced by careful assessment of your child's health each day. Parents should call the School about any illness their child is experiencing. The teacher will assess each child's health upon arriving at school each day and will discuss any problems with you.

### **Exclusion for Illness Policy**

Keeping children healthy is a partnership between families, the School, the children themselves, and your medical provider. Some illnesses require exclusion to ensure the ill child's protection, and to protect the other children, families, and staff. Families are expected to observe their children each morning for any signs of illness and to call with any questions or problems. Please call in to let us know if your child will be staying home for any reason, especially in the case of illness.

Please do not send your child to school on over-the-counter medications without first checking in with the director or your child's teacher. Fever reducers and antihistamines can mask real symptoms of a cold or flu, which contributes to the spread of an illness. They can also cause behavioral changes in children. Please inform your child's teacher when they are on any type of medication, so they are best able to care for the child.

### **Reasons to keep a child home**

- The illness prevents the child from participating comfortably in our program.
- The child requires more care than we can provide without compromising the other children in the program.
- The illness is any of the specifically diagnosed conditions listed below.

If your child comes down with a contagious illness, even if it occurs over the weekend, please notify the director as soon as possible. We are required to report to public health and to post an expose notice. Both of these things are done while maintaining complete confidentiality. Examples of reportable illnesses are measles, mumps, rubella, chickenpox, and head lice.



### **Children must stay home or may be sent home with any of the following symptoms**

- Any COVID-19 symptoms. See Pandemic Policy for further information.
- A fever or temperature of 100.1° or greater within the last 48 hours.
- Lethargy or inattentiveness, uncharacteristic behavioral changes such as these are often related to illness. This is especially true when the child has an inability to focus on their normal daily routines.
- A new, clear, or white runny nose less than 3 days old, or in combination with other symptoms.
- A recurring cough or sneeze with mucous secretion (wet or wheezy) that could be spreading bacterial or viral infection.
- Diarrhea (loose, watery stools) twice in one day or one loose stool combined with a mild fever. The child may return to school after 24 hours with no diarrhea.
- Pink Eye or conjunctivitis – symptoms are red, watery eyes, or mucous discharge from the eye.
- Yellow eyes with thick or thin watery mucus or pus draining from the eye. It may or may not be accompanied by redness or itching. A child with eye discharge will not be admitted, unless on medication or with a doctor's note.
- Presence of unknown rash, body rash with fever, or skin ailments such as impetigo, scabies (raised red spots or lines), ringworm, yellow skin, impetigo Cocksackie virus, poison oak, cold/canker sores, fever blisters usually accompanied by raised red spots or lines, swelling and/or intense itching.
- Change in skin conditions and rashes, not including eczema, psoriasis, or allergic reactions.
- Head lice or nits (eggs) – If head lice are discovered, you must keep your child at home and notify the school immediately! Your child is not permitted to return to school until there is no more evidence of live lice or nits.

### **Your child may return to CCP when**

- **COVID-19** – Follow the CDC guidelines for vaccinated individuals and CCP pandemic policy ([www.coastalcommunitypreschool.org](http://www.coastalcommunitypreschool.org) )
- **Fever** – a child has had a normal temperature of 100° or less for 24 hours, and other symptoms of illness have cleared, and/or behavior has come back to typical healthy behavior.
- **Colds** – **We ask that you keep your child home for the first three days of a cold.** If s/he has a runny nose with no other symptoms that are not less than 3 days old; or has a runny nose with no other symptoms that are less than 3 days old with a doctor's note that is an allergic condition.
- **Diarrhea** – A child with one loose or watery stool will be observed. If there is a second loose stool, or if a child shows any other signs of illness, we will ask you to come to pick him or her up. Children who have diarrhea shall not return to school until s/he have NOT had any diarrhea for at least 24 hours.

- **Skin Conditions or Rashes** – All skin conditions must be gone, or the child must have a doctor’s note giving him/her permission to return to school. If the condition is of unknown origin, the child may return with a note from an appropriate health care provider stating the condition is not contagious. Children with allergies may attend school with medical permission. Children with heat or diaper rash may attend school.
- **Eyes** – There should be no signs of fresh discharge from the eyes or discoloration of the eye. A doctor visit is recommended whenever the eyes are involved.
- **Lice – CCP has a no-nits policy!!!** The child must stay out of school one full day after the day the lice are discovered. This is to ensure that the child and the family’s house have been thoroughly treated and that the child is returning to school nit free. Treatment with lice shampoo or other prescribed treatment, and removal of all eggs is mandatory.
- **Energy Level** – When your child is active, not showing an unusual lack of energy, and is able to participate in the program, s/he is ready to return to school

These health guidelines apply to staff as well as children. Parents are asked to observe the child each morning. In the event a child becomes ill during a school day, the parents will be contacted to pick the child up and the child will be isolated until a parent or guardian arrives. Please be sure that all emergency and telephone information is kept up to date. The staff is alert to the health of each child and knows your child well. Individual medical problems and accidents are recorded and reported to staff and the family.

### **Incidental Medical Service**

CCP will follow the American Disabilities Act, California Education Code, CCP Board Policy, and other regulations and guidance that govern our services to children in early care and education that may require incidental medical services.

Incidental Medical services provided may include the following:

- Inhaled medication for Asthma or Respiratory illness
- Blood-Glucose Monitoring
- Glucagon Administration
- Gastrostomy Tube (G-Tube)
- EpiPen Jr. & EpiPen
- Care of Ileostomy Bag
- Emergency anti-Seizure Measures
- Prescription/Non Prescription Medication
- Other Incidental Medical Services

CCP does not have medical staff on site. All incidental medical services provided will have complete plans for individual children according to medical information provided by parents and reviewed by staff with medical consultation as needed. All plans will include, but not be limited to:

- The type of incidental medical service provided

- Parental/Authorized representative permission to provide the incidental medical service
- Written instruction from the child's physician
- Records of the medication/services that were provided on-site (log)
- How specific medical equipment will be provided, stored, and be available to staff
- The training requirements for the services, including
  - How to administer medication/services
  - Use and maintenance of required equipment supplies
  - What to do in emergencies
  - Who will provide the training to staff or licensee
- Verification of staff training and staffing plan including the number of trained staff that will be available when children need specified incidental medical services while in care.
- Plans for a field trip away from the facility
- Plan for ensuring proper safety precautions (appropriate action for exposure to blood and body fluids, including wearing gloves, performing hygiene immediately before and after removal/disposal of gloves, and disposal of used instruments in appropriate containers.)
- Plans for transporting medication, equipment, and supplies with child/ren to ensure medical services are not interrupted when there is a disaster that requires relocation of children.

### **Child Medication Guidelines**

Prescription medications can be administered at school to a child ONLY if the following conditions are met:

- The staff of CCP WILL NOT GIVE THE FIRST DOSE OF ANY MEDICATION and we ask that families do not administer the first dose immediately before bringing their child to school in case of an allergic reaction.
- For the protection of all children, families, and staff of CCP, children who require, or have taken, any medications, prescribed or otherwise, within the last 4-6 hours, should stay home. We ask that parents do not come to the School to administer these medications.

If your child needs to receive medication while attending CCP, the following conditions must be met:

- The parent must complete a *Permission to Administer Medication Form*.
- The medication form must be signed, dated, and must include the name of the medication, date, and dosage, as well as the times to be given.
- All medications must be in the original container with
  - the prescription visible and readable on the container.
  - the child's name.
  - the appropriate dosage is written on the label.
  - the expiration dates.

- Over the counter, non-prescription medication can only be dispensed from the original container and
  - The *Permission to Administer Medication* form must be completed.
  - the name of the medication.
  - the child's name.
  - the appropriate dosage and time intervals are written on the label
  - the expiration dates.

### **Accident Procedures**

When minor accidents occur such as scrapes, cuts, or bumps, the staff will provide the necessary first aid. An "Ouch" report will be put in your child's file.

In the event of a more serious accident, medical or dental, we will contact you immediately and perform all other necessary actions. In the case of serious injury, a person trained in First Aid may render appropriate aid, but 911 will be called. Other than minor bumps and scrapes, parents will be called immediately whenever an injury occurs. All of the teachers are certified in emergency pediatric first aid treatment, including CPR for infants and children.

In the event of a natural or another kind of disaster and the building is not safe, it may be necessary to evacuate the building. The staff will care for the children at the school until the parents, or other approved adults, arrive. If it is unsafe to remain at the School, we will evacuate to other buildings on the Church property.

CCP will follow the Department of Social Services reporting requirement and timeframe including reporting serious incidents of changes in the plan of operations.

### **Discipline/Rules**

Coastal Community Preschool School Age Program believes in a non-punitive approach to discipline and the use of conflict resolution skills. No corporal punishment is allowed. We believe every issue counts. In the case of an extreme behavior problem, a child would be removed from the group for a brief time, and a teacher would work closely with that child toward positive redirection. Teachers try to model positive attitudes and cooperative behavior rather than use punishment or blame. We want children to be successful, not only in their academic challenges but in social experiences as well. Rules are based on the safety and consideration of others.

Parents should note that, under state law, teachers are mandated to report any cases of suspected child abuse to the appropriate authorities.

### **Serving Children with Special Needs**

Children's special needs should be interpreted broadly. For example, food allergies, family situations, personal fears, or preferences may constitute special needs. Coastal Community Preschool/School Age program accepts children with various disabilities, learning delays, or speech and language delays, as long as the needs of all the children in the program can be met. Parents and teachers are involved in the development and use of individual education plans. The preschool staff is familiar with available community resources and can refer parents.

### **Program Assumptions**

Coastal Community Preschool's School Age Program program is based on establishing a learning environment that is experiential, active, and developmentally appropriate to the needs of school-aged children. We work to provide as active and varied a learning environment as possible and will be reluctant to deprive all children of certain activities because of the behavior or needs of one or two individuals. We see this learning environment as enhanced by the opportunity for children to make age-appropriate choices and will not create a regimented classroom due to an individual child's inability to make acceptable choices, or inability to control his or her behavior.

If a child is suspended from school, they will also be immediately suspended from CCP for the same period of time. Parents will be required to pick up their child from the elementary school. Tuition will not be prorated in the event of suspension. In the event of expulsion from elementary school, the child will automatically be terminated from CCPC as well.

### **Steps Implemented for Behavior Management**

CCP will make every attempt to consistently:

1. Reinforce positive behavior.
2. Encourage and facilitate conflict resolution skills.
3. Document problematic behavior.
4. Notify parents of any problematic behavior.
5. Set up and meet in a parent conference, agreeing on a plan of action.
6. Set up and meet in a follow-up conference to determine progress, with the School-Age Program Director & Teacher.
7. Consult the Program Director if the problem persists, to determine the child's eligibility to remain in the program.

If at any time the child's behavior in any way threatens the safety of the other children or staff, the parents will be called immediately and will be expected to pick up the child within 30 minutes.

Behavior that is deemed extremely unsafe or violent may result in immediate termination from the program.

## **Grounds for Dismissal**

We reserve the right to withdraw services to a family if the program is not appropriate for the child, or the child's behavior constitutes a safety or legal hazard to other children or the school. We will document any situation determined by our staff to be causing problems for the program. We will then schedule a conference to discuss the problem and set up a course of action with a timetable for resolution. However, in an emergency situation, we will take immediate action, with or without documentation or conference, and a service termination will occur.

### **Notice of dismissal may result if**

- A child's behavior creates a need for constant one-on-one supervision.
- A child's behavior is consistently disruptive to the group.
- A child's behavior constitutes a safety or legal hazard.
- A child continually acts out aggressively towards other children.
- A parent declines professional help to work on their child's challenging behavior and/or their own parenting skills.
- A child is overwhelmed by large groups, noise, or activity.
- A child has outgrown our program and needs one geared for older children.

### **Other Grounds for Dismissal**

- Continued late payment or non-payment of fees by parent or guardian.
- Inappropriate, aggressive, or threatening behavior on the part of the parent.
- Parent's failure to comply with the School's policies as described throughout this Handbook after being warned.
- Parental behavior causes disruption, distress, or endangerment (boisterous actions or insensitivity to classroom conditions, verbal or physical abuse, intoxication, threats toward children or adults, and so on.).
- Concern for child's safety due to parent intoxication or drugged condition.

### **Course of Action - Termination**

Teachers consider their role as being partners in helping children to be secure and happy. One of our goals is to help children manage their feelings and behavior while at school.

- **Verbal or written discussion(s)**
- **Formal conference** – A Parent/Teacher Action Plan is formulated. The school requests that the family enter into this agreement in partnership with the goal of helping the child manage their feelings and behavior while at school.
- **Notice of Decision to Terminate**

### **Grievance Procedure**

Coastal Community Preschool has established the following grievance procedure to provide each parent/guardian with fair and impartial treatment.

### **Step One – Verbal Discussion and Direct Communication**

If a parent or staff member has a communication difficulty or conflict, ask the parent or staff member to first approach the person with whom they feel there is a problem. Often the matter can be clarified and mutually resolved in this manner. After talking to a teacher or parent, you can talk to the Lead Teacher of that program.

### **Step Two – Program Director**

If the problem is still not resolved, we ask that the parent go directly to the Program Director and describe the grievance in writing within 3 days. The Program Director will promptly schedule a meeting to provide an opportunity for each party to present his/her case. Within 3 days after that meeting or such a period as is required under the circumstances to thoroughly investigate the matter, the Program Director will provide each party with a verbal or written response to the grievance.

### **Step Three – Board of Directors**

If either party is not satisfied with the decision at the second step, each party will have an additional 3 days to request in writing a personal meeting with a member of the Board of Directors, who will discuss the problem and investigate the basis for the grievance. The Board of Directors will then discuss the issue and provide either a verbal or written decision within 10 working days unless it has been determined that additional time is required under the circumstances. The decision at this step shall be final and conclusive for all parties.

It is the intention of Coastal Community Preschool to be fair and impartial in order to establish the smoothest relationship possible. No Party will be discriminated against or retaliated against, or in any way penalized for using this procedure. It is essential that everyone understand that any issue concerning students, families, or staff be discussed in a private and confidential manner.

It is the goal of CCP to support all families and staff in resolving issues while respecting individual values, goals, and privacy. We hope that with this process we are able to resolve differences of conflicts with respect and concern for all parties involved. No part of this procedure is intended to create an express or implied agreement that alters the preschool contract.

### **Integration Clause and Right to Review**

This Parent Handbook contains the policies and practices at Coastal Community Preschool/School Age Program in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, or memoranda are suspended.

Coastal Community Preschool reserves the right to revise, modify, delete, or add to all policies and procedures stated in this handbook or any other document. Any written

changes to this handbook will be distributed to parents at least 30 calendar days prior to the effective date.

## **Contact Information**

Coastal Community Preschool  
900 High Street  
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Fax: 831.421.0765

Classroom (Parent) Number: 831.421.0745

Non profit Federal Tax ID Number: 51-0573359

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Our goal in discipline is to guide the behavior of children in such a manner that they will internalize our outward expectations. Therefore, developing the inner controls they need to function as whole and happy individuals is a key point.

We use positive discipline when a child exhibits unacceptable or disruptive behavior or is acting in a way that may be harmful to himself, another child, or a teacher. Teachers use positive discipline methods in a variety of methods.

### **Positive Discipline methods**

- Disapprove of the behavior, not the child.
- Give the child words for his feelings. (You seem angry.)
- Acknowledge the struggle the child is engaged in.
- Be understanding about his frustration.
- Aid children engaged in a struggle to work out a solution. (What do you think we can do about this?)
- Help with a solution
- Redirect the child to a different activity. (Let's see what is in the science area)
- We give the injured child words for his feelings.(You can tell Jose you are angry)
- We stop the behavior. (I won't let you hurt Jimmy.)
- Help calm the child. (I will stay with you until you are calm.)
- Ask parents to develop consistent responses to behaviors at home and school.
- Call parents to pick up a child when behavior is unmanageable.



The environment will be analyzed daily to find every possible way to prevent misbehaviors from occurring. This includes making sure the environment supports children's differing abilities and interests, the schedule of the day minimizes demands on the children, and guidelines have been established that are fair, consistent, and reasonable for preschool-age children. Additionally, teachers examine their own styles, attitudes, and actions to make sure they are not inadvertently contributing to power struggles with the children and fueling occurrences of inappropriate behavior.

If prevention techniques are ineffective, the teaching staff will look at what discipline method would be most effective in the given situation. Though not all inappropriate behavior can or should be ignored, ones that simply annoy rather than harm can be handled best by ignoring the unacceptable behavior. If the behavior is potentially dangerous or destructive, the child will be redirected or given a replacement activity.

If the redirection is unsuccessful, the child will be given a consequence that logically follows their actions and is reasonable, related, and respectful. This should be phrased positively and rely on the child's problem-solving skills. The child will be directed to a logical consequence with sound reasoning behind it. By doing this, teachers are modeling respectful behavior and encouraging the same from the children. Through this action-consequence process, children develop a sense of responsibility for their actions while strengthening their decision-making skills.

Removal from the situation is most effective in situations where a child has lost control and is unable to reason. Therefore, it is only used as a last resort when other methods have failed. It is also appropriate for an aggressive child to gain self-control away from other children. The following principles will be observed for removal to be a positive learning experience leading to self-discipline:

- Removal IS NOT punishment. Children will not be threatened with or fearful of being removed from their work environment.
- Removal will not be humiliating. Consequently, there is not a predetermined place. Instead, the teacher takes the child to a comfortable location away from, but within view of other children, and remains with the child to assist them in gaining self-control. The child can choose to sit, stand, lay down, or whatever is most comfortable for the child. This is not the time to get into a power struggle with the child.

Children are not left without an adult. This separation is not a punishment but a time to calm down and learn from what they have just experienced. They need adult guidance to know what behavior is expected in the future and feel the adult's confidence that they will use better judgment when they return to the group. The adult will reassure the child that they will be with them when they go back with the group and assist them in maintaining self-control.

The removal from the activity will last as long as the child feels it is needed to calm down. If children underestimate the length of time they need, they can be asked to try to calm down again away from the other children.

The time for the adult and the child to talk about feelings and actions is after the child has calmed down. An adult's presence can help calm an angry child and it is only after calm has been restored, that the discussion will be productive. When the child is ready to rejoin the group, the adult will help the child become involved in a play situation with other children so that the child can have a successful play experience immediately after the removal from the group. At this point, it is imperative that the adult express confidence in the child's ability to play appropriately.

**Progress may be slow. It takes time for children to understand self-control instead of adult-imposed punishment.** We will remain consistent. Helping children learn to control themselves takes time. It is an essential skill that allows them to grow into independent and caring people.

#### **Discipline Practices we do NOT Use**

- We do not use corporal punishment.
- We do not humiliate, intimidate, shame, embarrass, or threaten.
- We do not use any action of a punitive nature that would interfere with daily routines such as eating, napping, or toileting.
- We do not physically restrain children with our bodies, only with our hands.
- We do not isolate children by themselves.

Our primary goal upon enrollment is to ensure that our program is an appropriate placement for your child. In order for the program to accommodate the well-being, mixed schedules, and diverse needs of the families we serve, all enrolled children must be able to function well in a stimulating, age appropriate environment and curriculum.

#### **Fundraising Programs that we hold or participate in:**

##### **Coastal Community Preschool Federal Tax ID Number is 51-0573359**

**Human Race** – This is a fun, 10K walkathon or run that is sponsored by the Volunteer center on the second Saturday in May. The Volunteer Center does all the work putting on the event, providing publicity, planning, pledge sheets, refreshments, and free T-shirts. Coastal Community Preschool families gather pledges and walk on the day of the race. The School receives 75% of all pledges collected and the Volunteer Center receives the remainder.

**Spring Festival** – This is our family festival where CCP families, alumni, friends, and community members enjoy bounce houses, excellent food, lots of fun activities, and

time to catch up with friends. A bake sale and a raffle add to the fun which benefits our Scholarship Fund as well as building community for CCP.

**eScrip** – Register your Safeway card and/or debit cards with eScrip. When you use registered cards and shop at participating merchants a portion of your purchases are automatically donated to CCP. Check out [www.escrip.com](http://www.escrip.com) and register your card(s) finding CCP on the drop down menu.

**Renee's Garden** – Shop at [www.reneesgarden.com](http://www.reneesgarden.com) and choose from a wide seed selection of cottage garden flowers, gourmet Certified organic and heirloom vegetables, culinary herbs, seed collections, cookbooks, and more. Coastal Community Preschool will receive 25% of the value of all online purchases. Use code FR836C at checkout.

**iGive** – When you register with iGive as a member, you can generate donations by shopping at more than 1,200 online stores. There are no costs, obligations, or hidden fees with this offer. Go to [www.igive.com](http://www.igive.com) , register, select your cause(CCP), and shop.

**AmazonSmile** – Register with AmazonSmile and Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice. AmazonSmile is the same Amazon we all know, same products.