

Dear Parents:

The staff of The Creek is excited to teach your children this summer school term! Thank you for giving us the opportunity to partner with you to make a difference in the lives of your children. We thank you for trusting us with your children. It is our goal to provide them with a nurturing and fun summer experience, and that we will show them God's love each day!

Important Contact Info

Summer Office Hours: Mon, Wed, Fri 9am-1pm

School Phone: (714) 633-0402

After Hours Voicemail: (714) 497-0581

Email: info@thecreekpreschool.org

Web Site: www.thecreekpreschool.org

Facebook: www.facebook.com/TheCreekPreschool

Billing Questions:

tuition@thecreekpreschool.org

School Address:

250 S Prospect St.
Orange CA 92869

Mission & Ministry

The Creek Preschool is an extension of River47, serving the community around us, offering a Scripture-based curriculum that blends developmental and academic techniques. The preschool provides hands on learning experiences that prepare each child for his/her future schooling and most importantly to prepare him/her to give God the glory that is due Him by choosing to follow Him.



Philosophy Statement

Teachers are the builders of this country. We are responsible to provide the population of this country with the correct tools to get them through life. It is through education that we plan to facilitate growth that will enable children to evolve into good citizens that participate in life. We will seek to teach children how to make decisions for themselves through self-discovery.

It is important that the children not only learn from the teachers, but also from each other. To accomplish this, we will seek to provide a non-threatening atmosphere where we will encourage the children to take chances and explore unfamiliar concepts. It is through collaboration in small and large groups of children as well as independent and whole class work that the children will develop the ability to think and make decisions for themselves, as well as to work well with other children.

We will teach critical thinking and problem solving questions that are developmentally appropriate. We will connect the real world to the classroom so that the children understand how their knowledge can be used. We will provide hands-on experiences with the help of manipulates in order for the students to take abstract information and make it more concrete.

Our staff will provide a preschool whose basic Christian experience, beliefs, and practices are consistent with God's word concerning the education of young children and the teachings/educational philosophy of the church and school. Our program makes Christ preeminent in all that we do. In light of this, we hope that the weekday staff, other church staff, lay leadership, and other church members will view our preschool programs as a ministry of the church deserving the necessary support to be successful in its mission.

Entrance Requirements

Enrollment in our school summer program is open to children 2.0 years through 6 years of age. Potty training is not required.

Summer School Calendar

Summer School Runs June 11 through August 17.

We are closed Wed. July 4 for the Independence Day Holiday.

Classes Meet Mondays, Wednesdays, and Fridays from 9am-1pm

Necessary Paperwork

The school is regulated by the State of California through the Orange County Department of Social Services. In order to meet state licensing regulations, it is mandatory that **all forms be completed and returned to us before your child can join us for Summer School.** Your current paperwork for the previous school year or the upcoming school year counts!

If you move, change phone numbers, or need to modify who is allowed to pick up your child from school please come into the office and update the forms. We use this information to reach you in an emergency and to keep your child safe—it is important that we have accurate information at all times.

What to Bring

A backpack or bucket with your child's items (all labeled) helps keep their things organized during the school day.

Inside, please make sure to have:

- 1) A change of clothes, just in case
- 2) Snack (2 food groups!)
- 3) Lunch (2 food groups!)

Please do not bring toys to school. Your child's special blankie, bear, etc. is the exception, but be aware of the dangers of a special one of a kind security item in an active preschool environment.

Parking

It is a matter of safety that all children be walked to their classrooms from the SOUTH parking lot. Please do not park in the fire lane adjacent to the school. (Those gates are not entrances, they are emergency exits only).

In addition, please **do not leave children, purses, or other valuables in the car** when you are going in to drop off or pick up your child. It is not only unsafe to leave your child in the car, but illegal.

Potty Training

It is not required for your child to be potty trained to attend Summer School in our preschool room.

We recognize that potty proficiency is a developmental skill. We are happy to work with you as you start the potty training process at home. Our teachers will encourage your child to use the potty at school, and be available to help as they transition to being fully potty trained.

You provide your own pull-ups and wipes. There are no additional fees for not being potty trained.

Communication

Our teachers and staff members are here to help. We want to hear from you, whether you have a question, a problem, or just need to talk to someone. We are available by email, phone (during office hours) and Facebook as well as in person during the school day.

Each classroom displays their weekly lesson plan in the window for you to check out so that you know what they're getting up to! We also have a parent board in each classroom with notices and reminders posted, as well as the summer themes and schedule.

Parents/Visitors

Parents are always welcome on campus. If you are staying on campus longer than dropping off or picking up, you will be required to check in with the office and have a visitor sticker. The visitor sticker will be clearly visible and must be worn on the upper left of the chest. This will let everyone on campus know you are authorized to be here.

Arrival & Dismissal

Regular Summer School hours are:
9:00 AM to 1:00 PM

Arrival: Children cannot be dropped off at school earlier than 5 minutes before the regular start. All children must be brought to school and picked up from school by a person **18 years** or older. **The state requires that you enter the classroom and sign the child in on the class list each morning, using full legible names.** Parents may not leave the child if the teacher is not present in the classroom.

Dismissal and Pick Up: It is very important that children be picked up on time as many children experience anxiety when they see other mommies picking up but their own is not there.

Children who remain on campus past 1:00pm when the school closes will be brought to the office. A late ticket will be given to you, the value of which will be \$1 for every minute after 1:05pm, payable at the time of pick up.

Your child will not be released to anyone (other than a parent or legal guardian) who is not listed on your emergency information sheet. Please make sure you update the list in the office, or send a **written note** for the days a new person is to be authorized to pick up your child.

If the teacher does not recognize the adult who is picking up your child the teacher will ask them to stop in at the office to be verified. They will need to show ID. An office staff member will then walk the adult back to the classroom to confirm their approval. If a non-custodial parent is not to pick up your child we must have an official restraining order or other legal paperwork in our files.

Financial Information

Registration – there is no registration fee for summer

Summer Tuition – is paid on a weekly basis, for just the days and weeks you have signed up to attend. We accept cash, checks, or EFT payments. There is a \$20 charge for returned checks or EFT payments.

Summer School fees are due weekly on the first day of your week's attendance. Drop-in fees – space available - are due the day of the drop in at pick up.

Weekly Summer School Costs:

3 Days: \$80 | 2 Days: \$60 | 1 Day: \$30

Attendance: If you have signed up to attend on a day and have not arrived by 9:15am that morning without pre-payment for the day or letting us know that you are having a late start day, we reserve the right to give your child's spot away to a walk in student.

Cancellation of Scheduled Days: If you have signed up to come and no longer need care on those days please let us know so that we can take you off the list and allow someone from the waiting list to attend.

Walk-Ins: Walk-Ins for Summer School will only be accepted on a space available basis. If we are at capacity, we cannot take in additional children while maintain ratio standards. We recommend scheduling your summer school days in advance. Thank you for understanding.

Discounts: There are no discounts for summer school tuition.

Curriculum

Our school is a mix of academic and developmental approaches to learning with a lot of fun and play! We believe in introducing academic concepts to the children at their appropriate developmental level combined with providing a Christian environment where they can develop a love for God.

Our summer school students are working with our Zoo Phonics curriculum, a great phonics based program that uses sight, sound, and movement to teach letter concepts. This language development program also has math, science, art, social science, music & movement components that engage children's minds and bodies.

Snack

All children must bring a snack to school each day that consists of two different food groups.

Children can be very finicky in their food preference and some may have an extremely serious food allergy. By sending a snack to school with your child each day you are able to ensure that he/she will have something to eat that he/she will enjoy, which will make for a more pleasurable snack time for everyone.

We are required by the state to have two healthy food groups represented in the snacks. Suggestions include 100% juice and crackers, string cheese, fruit or yogurt. Please do not send foods with your child that requires a microwave or other special heating instructions. We do not stock snack items at school, have refrigeration or heating options for the food.

If we are in violation of the snack requirements, we are fined by the state. For this reason, we especially ask your cooperation in finding healthy foods that your child will enjoy. Failure to provide a snack with two healthy food groups will result in a 'snack attack' reminder card being sent home with your child and a \$5 fee added to your week's bill per occurrence.

Allergy Alert

We are not a peanut free campus.

If you child has food allergies, be aware that there is a potential for them to come in contact with foods that may cause an allergic reaction.

- **Snack:** Children bring their own snacks, and snack is not to be shared.
- **Cooking projects:** if your child's class has a cooking project planned, double check with their teacher if you have a concern. We can help with substitute ingredients with guidance from you.
- **Birthday Parties:** If your child can't have items at a pot-luck style event or a special treat occasion, you can always send a substitute from home that you know is safe. We will do our best to let you know about birthday parties ahead of time.

Appropriate Dress

Here are a few things to keep in mind regarding dress:

- Only closed-toe shoes are allowed. Tennis shoes are great for play. Remember, we spend part of our day outside in the sand and wood chips of the playground so wear play shoes! Sandals or any shoe that has open toes are not permitted.

- Try and choose school clothing that allows your child to take care of their bathroom needs independently—we're here to help but the children take pride in being able to "do it all by myself"

- Wear clothing that can stand the wear of school: painting, sandboxes, markers, etc. can be messy!

- Jackets and sweaters are needed many mornings. Please make sure to label them with your child's name so we can get them back to you.

*Please check for all the clothing your child had in the morning before you leave school for the day. Things are more easily found on the day they are worn than they are the next day or week.

Medicine & Illness

Your child's health is important to us. We want to protect your child and all the children in our program.

State law requires that we have only healthy children in attendance.

By keeping your ill child at home, infections are not being spread to others and your child is not being exposed to something new while his or her resistance to infection is low.

Do not bring your sick child to school. Children who appear ill when they arrive will not be admitted. Please let us know if your child has a contagious disease so that parents of other children in our facility can be alerted, if necessary.

Your child will need to be kept at home if he/she:

- Has a fever or has had one in the past 24 hours
- Has vomited in the last 24 hours
- Is taking antibiotics and has not been on the antibiotic for 24 hours
- Has had diarrhea, even if caused by taking an antibiotic, in the last 24 hours
- Has eye discharge or crust. Must wait 24 hours after starting medication for conjunctivitis (pink eye) and eye must be free of redness or discharge before returning to school.

- Has croup. Your child must stay out until the fever and cough are gone.
- Has a constant runny nose (& no official doctor's diagnosis for allergies).
- Has an undiagnosed body rash. Doctor's note is required to return.
- Has symptoms of a possible communicable disease: sniffles, reddened eyes, sore throat, headaches, body aches, fever.
- Has a doctor's appointment for a suspected illness. Please do not bring your child to class prior to the appointment.
- Has head lice. Child must remain at home until treatment is completed and lice and nits are gone.
- Has ringworm. Unless completely covered by clothing, child must remain at home for 48 hours after beginning treatment.

Administration of Medicine: If your child is on medication for any condition or illness and it will need to be distributed during school hours, please contact the office. State law requires a release form to be signed for each and every day that medication is to be given.

Prescription medicines must be in the bottle in which the pharmacist dispensed it. Do not leave medicine in your child's bucket. It needs to be kept in the school office. Teachers and aides cannot distribute medication. It can only be distributed by a parent/guardian or office staff with a permission note.

Medicine & Illness: Special Situations:

- **Inhalers:** Form "Nebulizer Care Consent/Verification" (LIC9166) to be filled out and on file with the inhaler. Inhalers will be returned to the parent/guardian at the conclusion of the need or upon the student's final day on campus, whichever comes first.
- **Epipens:** For children who have been issued an epipen for emergency use, the medication is stored in the school office. We require parents to fill out an "Administration of Medication" (LIC 9221) form in conjunction with an Anaphylaxis Action Plan form.
 - Unused epipens will be returned to the parent/guardian at the conclusion of the need or upon the student's final day on campus, whichever comes first.

- Used epipens will be disposed of in the “Sharps Container for Biohazard Needle Disposal” located in the school office; the container will then be taken to an authorized disposal facility as needed for replacement.
- **G Tubes:** Creek staff is not trained or equipped to manage tube feeding, tube replacement, or emergencies that may arise related to the G-Tube. Parents would need to provide a trained aide or nurse to administer feeds and manage tube care and replacement as needed.
- **Blood/Glucose Testing:** We do not have a nurse on site and are unable to perform blood/glucose testing. If a student needs testing during the school day the parent or guardian would need to perform this procedure and manage all hygiene and safety related requirements.

Staff Training: Staff members are trained in CPR and Basic First Aid procedures and recertify to EMSA standards as required.

Safety Precautions and Materials: Staff is provided with medical grade disposable latex free gloves for all emergency procedure needs. Each classroom, the playground, and the office has a first aid kit that exceeds ANSI and OSHA standards.

Emergency Procedures

The many forms that you have filled out after registering have an important purpose. They’re part of our back-up system in case of an emergency.

Copies of the disaster forms are stored in several secured locations on campus in case something should happen to the main building. In addition, the teachers keep their classes emergency information with them at all times—this is why they carry the sign in book with them everywhere they go: one copy of your disaster card is secured in that book.

In the event of a serious emergency happening, the children will be held in the safest area on campus until an authorized person comes to pick each child up.

In preparation for any sort of extended emergency situation, outside each classroom is a large trash can equipped with emergency supplies. We also keep supplies of emergency water on hand.

In the event of an emergency, the staff is assigned various emergency responsibilities.

If the school facility should become unsafe in the event of a disaster, our off-campus meeting site is Grijalva Park located at 368 N. Prospect Ave. just up the street from us past Chapman Ave.

Discipline

The children are taught to respect the rights of others, to obey, and to cooperate with the teachers. We believe that socialization and interplay with children of the same age is one of the most important aspects and benefits of the preschool experience.

We believe in using positive reinforcement and verbal praise to highlight when children are doing things RIGHT to encourage the continuation of pro-social behavior.

The staff understands that children will meet new frustrations at school that they must learn to handle. We are experienced in helping children learn through these new challenges. We believe in helping children verbalize their needs and frustrations to their friends and assisting in problem solving so that the children learn how to compromise and emphasize with others.

We believe in logical consequences for actions (both positive and negative).

However, hitting, kicking, and other acts of violence against another child always result in teacher intervention.

Our typical method of discipline is a “time out.” When a child is placed in time out, they are told that they are going to sit out because of the behavior, and then they sit for 2-5 minutes, depending on their age. If at the end of this time period, the child has calmed down enough to discuss the bad choice they made and what they could do in the future to make better choices, they will be allowed out of the time out to go make amends with their friend and continue in their day.

Worship Opportunities with River47 Church

Sunday Worship

Your family is invited to attend our weekly worship service, small group Bible studies, and Sunday school classes here at River47. Sunday Service runs from 10:00am - 11:15 am. Nursery care and Children's Church classes for children 6 weeks old – 5th grade are provided during the worship service.

“Deeper” Every Wednesday at 6pm

Family dinner at River47 (free!) followed by small group time at 7pm – with youth group & adult study.

While time outs are usually serious enough consequences, a child who continues to act violently against his or her classmates may need to be sent to the office for the time out and a talk with the director or office staff.

Should the dangerous behavior continue, a teacher will conference with the parents so that home and school can work together to solve the problem.

Biting will not be tolerated; if your child should bite another, they will immediately be sent to the office and you will be called to come and pick them up.

Bullying of others will be a sure subject for an immediate parent and child conference with the director.

What is bullying? Hitting, name-calling, exclusion, or other behavior that is meant to hurt another person. Bullying is often carried out by someone who has more power against someone who has less power. For bullying to exist, it must satisfy three requirements:

- 1) There is an imbalance of power.
- 2) The aggressor must be bullying intentionally.
- 3) It typically occurs over time and is not a onetime event.

Everyone has the right to feel safe at The Creek. Our discipline policies are in place to help encourage positive social behavior, and to help with conflict resolution and social growth.

Licensing Agency Rights

Per Title 22: Section 101200 (b) & (c) The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed for copying if necessary.