



# Preschool Parent Handbook

## 2025-2026

(Finalized 3/7/2025)

*A Ministry of Turlock Christian Schools*  
Serving Infants through Early Kindergarten

School Hours: **7am to 6pm**  
Office Hours: **8am to 5pm**  
**Monday-Friday**

Tax I.D. #94-2587016  
Preschool License #500312457 & 503820068  
Infant License #503602251

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## PARENT HANDBOOK



# contact us

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## Welcome from our Head of School

Welcome to the 2024-2025 school year. As this year begins, we look forward to another year filled with the sounds of students learning, their activities and being a part of a loving community. We believe God has many great things in store for TCS as we stay committed to His mission of educating students in a caring environment. Each of our students are created in the image of God and has been uniquely gifted. Our goal remains to equip each of them to use those talents and gifts for the glory of His kingdom here and after they leave TCS.

Community is central to who we are at TC. This is a place where you are amongst friends. The TCS community, together, strives to impact lives by pursuing excellence and honoring God. This is how we approach each day. Each of us are committed to a mission to empower students to become leaders.

### Our Focus

At TC, our focus is **"Preparing students for college and life in the vital areas of faith, virtue and knowledge."** We are committed to academic excellence, being a caring community, and have a proud history of preparing students for outstanding college careers. Whatever a student's future holds, Turlock Christian's primary goal is to prepare them to live life honoring God and making an impact wherever their life takes them.

### Our Core Values

We seek to teach and live out four Core Values.

#### Excellence

We strive to do our best always and to realize fully, our God-given potential.

"Whatever you do, do your work heartily, as for the Lord rather than for men..." (Colossians 3:23)

#### Partnership

We serve in partnership with students, their families, churches and others who share our values.

"...make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose." (Philippians 2:2)

#### Impact

We are committed to living unselfishly, making life-changing differences in others, our community, country and world.

"Your kingdom come. Your will be done, on earth as it is in heaven." (Matthew 6:10)

#### Character

We seek to be and to produce people whose lives are marked by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law." (Galatians 5:22-23)

### Our Hope

Our hope is that all who attend TC will have a student experience of **EPIC** proportions. We pray that Turlock Christian will prepare them to honor God by living unusual and out of the ordinary lives, dedicated fully to Him.

John Kennedy, Head of School





# welcome



## **Introduction**

The administration, faculty, and staff of Turlock Christian Schools (TCS) welcome you and your family! Our commitment is to offer your student the finest Christian education available, striving to make that education stimulating, meaningful, and God honoring. We ask for parental support both in prayer and practicality, asking that you be an active participant in your student's education. This Parent Handbook has been carefully prepared so that parents will know and understand the policies, procedures, and practices of TCS, and will adhere and willingly support the handbook's requirements and expectations.

We understand that this handbook cannot possibly address every situation or circumstance that may arise at TCS. Therefore, this handbook serves as a guide and TCS reserves the right to make decisions after careful prayer and fact gathering to make final decisions that will uphold and maintain the philosophical position of the school.

## Board, Policy and Administration

TCS is an independent, interdenominational Christian school led by a self-governing Board of Directors. The Board approves all school policy. School parents are welcome to communicate their suggestions for policy adoption to the school's Administration. The Administration is given the authority by the Board to implement the policies and carry out the day-to-day functions of the school. This handbook provides you with an overview of the school's policies and procedures as well as your privileges and responsibilities as parents and students. It may be amended at any time, and when amended, you will be notified.

### Accreditation



TCS, preschool through high school, is fully accredited with the Accrediting Commission for Schools, Western Association of School and Colleges (ASC WASC). WASC is a recognized accrediting agency for both public and private schools in the state of California. TCS also is accredited with the Association of Christian Schools International (ACSI).



### Mascot and School Colors

The mascot for the school is the Eagle. The school colors are red, white, and blue. The school colors, like the mascot, were chosen with a degree of historical significance in mind. Each Friday is school spirit day, when all students are encouraged to wear a TCS shirt. Each fall, preschool will hold a spirit wear sale.

### Non-Discrimination Policy

TCS 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. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, scholarships, athletic and other school-administered programs.



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## A word cloud visualization featuring various terms related to education and community. The most prominent words are "culture", "staff", "school", "students", "leadership", "work", "joy", "growth", "positive", "success", and "environment". Other visible words include "time", "connections", "strategies", "every", "create", "community", "level", "parents", "kids", "teachers", "inspires", "focus", "adventure", "learning", "emerging", "People", "developed", "less", "leading", "vision", "hope", "natural", "Alto", "idea", "enhance", "see", "rationalized", "schools", "supporting", "carriage", "diagram", "willing", "JOY", "volunteers", "harvested", "controlled", "celebrating", "LeaderShip", "believe", "year", "February", "primary", "cynical", "practical", "purpose", "cultivate", "respect", "Commitment", "Participate", "support", "empower", "level", "values", "confidence", "compose", "change", "backbone", "Fast", "great", "start", "unintended", "impactful", "business", "making", "College", "late", "sense", "strongly", "intrinsically", "five", "employees", "joyous", "perform", "excellence", "advent", "enriched", "makes", "aple", "sense", "JOY", "work", "growth", "positive", "success", "environment", "inspires", "focus", "adventure", "learning", "emerging", "People", "developed", "less", "leading", "vision", "hope", "natural", "Alto", "idea", "enhance", "see", "rationalized", "schools", "supporting", "carriage", "diagram", "willing", "JOY", "volunteers", "harvested", "controlled", "celebrating", "LeaderShip", "believe", "year", "February", "primary", "cynical", "practical", "purpose", "cultivate", "respect", "Commitment", "Participate", "support", "empower", "level", "values", "confidence", "compose", "change", "backbone", "Fast", "great", "start", "unintended", "impactful", "business", "making", "College", "late", "sense", "strongly", "intrinsically", "five", "employees", "joyous", "perform", "excellence", "advent", "enriched", "makes", "aple", "sense".

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## **Statement of Faith**

It is our desire that the students of Turlock Christian Schools become strong in spirit and in character, grow and mature in their comprehension of Christ, and live out their faith in their academic, personal and professional lives in ways that honor and please God (Col 1:10). Therefore, the following foundational beliefs are set forth as the basic, guiding biblical principles of TCS:

**God:** We believe that there is one true God. He is the Creator. He is Sovereign. He is the Lord Who sustains, rules, and by grace, redeems. We believe that God eternally exists in three persons: Father, Son and Holy Spirit. We believe that God is love and He is passionate about His relationship with people (Genesis 1:1, Psalm 135:6, Daniel 4:34-35, Psalm 54:4, Psalm 103:19, Psalm 34:4, Colossians 1:12-13, 2 Corinthians 5:21, Matthew 28:19, Luke 3:22, 1 John 4:8-9, Exodus 34:14, 1 John 4:9-10, John 3:16-17).

**Jesus Christ:** We believe that Jesus Christ is the Son of God. He became flesh; born of a virgin and conceived by the Holy Spirit. He lived a life on earth holy and perfect, without sin. He died a sacrificial death on a cross for our sins. On the third day, by the power of God, he rose from the dead. He ascended into heaven and is seated at the right hand of God (John 1:14, Luke 24:39, Matthew 1:1-23, Luke 1:31, 35, Acts 2:32-33, 1 Peter 2:22-23, 2 Corinthians 5:21, Galatians 3:13-14, Luke 24:39, 1 Corinthians 6:14, Ephesians 1:20-21).

**Holy Spirit:** We believe the Holy Spirit continues the work of spiritual growth beginning at the time of salvation. The Holy Spirit dwells within our hearts and produces in us the fruit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. The Holy Spirit instructs and empowers us for godly living and service (John 16:13, Romans 8:9, 16, Galatians 5:22-23, Romans 8:13-14, 26-27, John 16:13).

**The Bible:** We believe the Bible is the inspired, infallible and inerrant Word of God. The Bible is profitable for teaching, for reproof, for correction and for training in righteousness (2 Timothy 3:15-17).

**Salvation:** We believe that salvation is by God's grace alone through faith in Jesus Christ. We believe that whoever will call on the name of the Lord will be saved (Colossians 1:12, Ephesians 2:8, Romans 10:13).

**Prayer:** We believe that prayer is an intimate and essential part of a person's growing and maturing relationship with Christ. (Matthew 6:6, 1 Thessalonians 5:17, James 5:16b).

**Servant Leaders:** We believe that as followers of Jesus Christ we are called to serve God through serving others. We believe that whoever wishes to become great among men shall be a servant of men and that we should model our lives after the life of Christ, in that the Son of man did not come to be served, but to serve (Gal 5:13-14, Matt 20:26, 28).

**Unity:** We believe in the spiritual unity of all believers of Jesus Christ (1 Corinthians 12:12-13, Hebrews 10:34, 1 Peter 1:4, Romans 12:4-5).

**Heaven:** We believe that heaven is the reward for all believers. We believe that every person has a choice to accept Christ and spend eternity with Him, or to reject Him and spend eternity apart from Him. We believe we will reign with Christ forever (Romans 3:22, Revelations 22:5, 2 Timothy 2:12).

## **Statement of Marriage and Sexuality**

### **Context for Human Sexuality**

Human sexuality is part of God's divine design for human beings (Gen. 1:28). However, the Bible restricts all forms of consensual sexual activity to within the boundaries of the marriage relationship (1 Cor. 7:1-5; Heb. 13:4). The Bible clearly prohibits not only nonconsensual sexual misconduct (Deut. 22:25-27), but also any consensual sexual activity outside the boundaries of heterosexual marriage (1 Thess. 4:1-8). Furthermore the Bible specifically names as sinful and prohibits any form of sexual activity between persons of the same sex (Rom. 1:26-27; 1 Cor. 6:9-10; 1 Tim. 1:10), polygamy (Matt. 19:4-6; 1 Cor. 7:11), incest (Lev. 18:6-18; 1 Cor. 5:1), bestiality (Exod. 22:19; Lev. 18:23; 20:15-16; Deut. 27:21; Gal. 5:19; Eph. 5:3; Col. 3:5), adultery (Exod. 20:14; Mark 10:19; Luke 18:20; James 2:11), and fornication of any sort, including pornography (1 Cor. 6:9-10; 1 Thess. 4:3-8; Lev. 18:20).

### **Statement about Gender Identity**

God created man and woman in His image as two distinct but equal genders which He intends to use for His glory (Gen. 1:26-27). Furthermore, individual gender is assigned by God and determined at conception (Ps.139:13-16).



Therefore, we believe that to intentionally alter or change one's physical gender or to live or identify as a gender other than the one assigned by God at conception is to reject God's right as Creator to assign gender to His creatures and is a personal rejection of His plan to glorify Himself through the original gender He assigned that individual (1 Cor. 10:31).

### **Expectations of Employees, and Students**

Because the positions set forth in this statement are grounded in the biblical, moral and ethical commands clearly taught and demanded by Scripture, Turlock Christian School expects all students at Turlock Christian School to understand and abide by this statement on marriage, human sexuality and gender identity. Failure to do so, or to live a life inconsistent with these biblical values whether by way or practice or advocacy may result in involuntary dismissal from Turlock Christian School.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with scripture or TCS's standards of behavior.



### **Mission Statement**

Preparing students for college and life in the vital areas of faith, virtue and knowledge.

### **About our School**

Turlock Christian Preschool (TCP) is designed to help children develop a healthy relationship with their friends, family, and God. Opportunities are provided for children to develop an eagerness to learn in an atmosphere of love and joy. Children are precious. They need safe and caring environments where they can learn about the world, their strengths and talents, and how to get along with others. TCP accepts children as young as 6 weeks old and nurtures them until they enter kindergarten. If you are in the neighborhood, you are welcome to come and visit! Tours of the classrooms and playground are available daily. No appointment is necessary. It is always enlivening to see our school in action and to experience our loving Christian atmosphere.

Turlock Christian Schools has students all the way up to 12<sup>th</sup> grade. We hope, that by joining the TCS family in preschool, you will consider keeping your student(s) at TCS all the way through their high school graduation. The Difference is Life Changing!



### **Our Developmental Philosophy**

The TCP program is designed to foster a love for God, a God centered self-image, confidence, competence in self-help skills, and inner controls and language abilities necessary for effective social interaction. We value the process of learning and discovery rather than the product.

Our goal is to encourage children through their vigorous discoveries, while supporting them in becoming confident, self-reliant and inquisitive learners. When children investigate or observe their environment, ask questions, experiment and talk about their findings, record them through drawings, recreate them with blocks, or interpret them through dramatic play, they are learning to understand their world. Daily activities are designed to encourage children to interact with their environment. We provide an environment rich in materials to explore, manipulate and talk about. Children are guided to question, experiment, think and reason. TCP believes in fostering the growth of the whole child spiritually, emotionally, physically, socially and intellectually.

To help children develop into confident, caring, competent individuals, our preschool program is developmentally academic. We believe "play is a child's work" and that through play, children acquire the foundations for reading, writing, and logical thinking. Learning through play is the preparation children need before they can understand how to use abstract symbols such as letters and numbers. Before children can understand the concept of "soft" and "hard" they need to experience "soft" and "hard" by working with play dough or building with blocks. Before they can hold a pencil or control it to make a letter on paper, they need to have developed their small muscle skills through cutting, pasting, pouring, stringing beads, kneading dough and drawing. Likewise, to understand why  $1 + 3 = 4$ , a child needs to first have concrete experiences of counting objects, sorting them into piles, adding and removing some. In this way they acquire the foundation for logical thinking to later master math.

At TCP we have adopted Frog Street curriculum to assist in preparing your children in their development. Our Pre-K style of teaching goes beyond just preparing your child for Kindergarten with reading and writing development. Our curriculum also focuses on creative development, thinking, reasoning, problem solving and emotional and social competency. In addition, health and safety are practiced on a daily basis.

We believe every activity is an opportunity to teach. TCP teachers guide the daily curriculum to stimulate your child to their fullest potential. In nurturing all areas of your child's development, we are creating good citizens and lifelong learners with a strong intellectual curiosity.

Chapel is a vital part of our program. We seek to keep the programs lively and interesting. One of the keys to meaningful chapel programs is children involvement. The children actively participate in skits and songs, dramas and discussion. We have rotating schedules that allow all teachers to be responsible for the chapel's content.



### **Prayer Requests**

We believe in prayer. It is the backbone of our existence. Should you have any needs that you would like our school community to pray for, please submit them to Ms. Jennifer ([jrenteria@turlockchristian.com](mailto:jrenteria@turlockchristian.com)) for printing in the preschool weekly newsletter.



### **Partnering with Families**

We value our partnership with families at TCS. There are many opportunities for volunteers to contribute, and we are interested in finding the perfect volunteer position for each parent. If you are interested in assisting in a classroom, serving at special events, or any other volunteer opportunity, please contact the preschool office to complete the Volunteer Application and read the Volunteer Handbook. Certain volunteer positions require completion of fingerprinting and paperwork prior to volunteering with children. Volunteering in preschool classrooms also requires proof of immunizations for the measles, whooping cough and the flu, as well as a TB test.

### **Family Service Fellowship**

The purpose of Family Service Fellowship (FSF) is to encourage, serve, and promote relationships of the families, teachers, and administration at TCS. As a parent of a TCS student, you are automatically a member of FSF. There are a wide variety of activities to choose from to fulfill the volunteer hours encouraged by the TC Board and Administration. For example: Room moms/dads, staff appreciation luncheon, weekly hot lunch program, and the yearly fundraiser. We encourage involvement at each campus. If you would like to be involved, please contact any school office.



## **Communication**

The school's commitment to honest, direct and respectful communication is laid out in the "Communication" section of the "Culture" subheading of the General Information section of this document. This section on communication introduces the various communication channels used by the school and the procedures for parents communicating concerns about their students or the school.

### **Communication Channels**

Numerous communication channels are available to students, parents and the school.

#### **Website**

Although the primary audience for the school's website is the general public and the wider community, it is an important communication channel for the TC community. Event information, school news and links to FACTS are examples of some website features of value to parents, students and school personnel.

#### **FACTS**

FACTS is the primary means of communication between school personnel and students, parents and guardians. Contact the business office if you need help in establishing your FACTS account or in accessing your portal. Areas of communication include:

1. Applications and Enrollment
2. Academics including assignments, grades, student behavior and transcripts (K-12)
3. Financial matters including invoices, payments, giving and tuition assistance applications
4. Parent Alert which is used for emergency or extremely time-critical communications with parents and guardians
5. Numerous administrative forms

#### **Social Media**

Social Media, including Facebook, Instagram and Twitter are used to communicate both internally, to our TCS community and externally, to the community and public at large.

#### **"Old School," Low-tech**

Of course, more traditional, "old school" communication channels such as personal meetings, letters, phone, texting and email are available to all for communication purposes.

## **Communicating Concerns, Ideas or Suggestions**

Following the process outlined below will help the school respond more quickly and appropriately to any concerns, ideas or suggestions you might have regarding your student or the school in general. Knowing and following the proper lines of communication can relieve unnecessary frustration on your part. **Anonymous communications in any form will be ignored.**

### **Here are the guidelines.**

1. All classroom situations go to the teacher first. Concerns regarding yours or another student are to be directed to the teacher.
2. If the situation is not resolved, you are encouraged to go back to the person a second time. Often, on-going dialogue results in clarification, understanding and resolution.
3. If the situation cannot be resolved after further clarification with the teacher, you may then contact the principal who will meet with you and the staff person involved. The goal of this communication process is to have concerns and complaints resolved at the department level.
4. If the situation reaches an impasse after Steps 1, 2, and 3 have been attempted, unresolved concerns may then be taken to the Head of School.
5. If all levels are at an impasse, you may request consideration by the Board. Such requests must be in writing and submitted to the Board Chair and Head of School. The Board will respond within ten days of receiving the request.

## **Christian Reconciliation**

At Turlock Christian School, we believe the Bible commands us to make every effort to live at peace with one another and to resolve disputes with each other in private. (1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20).

By enrolling your student at TCS, you agree that any claim or dispute arising out of or related to your student shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Roles of Procedure for Christian Conciliation as articulated by Crossroads Resolution Group. You further agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the Business Office.

## **Social Media, Blogging and/or Internet Communications**

It is expected that parents will refrain from sharing personal concerns or complaints with other parents, or parents not involved, including blogging or social media complaints, rather than following the biblical procedure outlined in Matthew 18 and Galatians 6.



Students and parents should take issues or concerns to the appropriate person rather than making inflammatory remarks on social media, which is a violation of the TCS Partner Agreement, which parents and students have signed.

### **Distribution of Materials**

All materials distributed by students, parents, or outside organizations to TCS students must have the prior approval of the TCS administration and must be stamped by the office with the Approved By date.

### **Behavior and Conduct Standards**

All members of the TCS community, including faculty, staff, students, parents, and guardians, are expected to live in a manner consistent with Christian values. The Bible is our source and final authority regarding conduct.



### **Positive Behavior**

As members of the TCS community, we will hold ourselves and, in appropriate ways, others accountable for consistently demonstrating such behaviors as honesty, modesty, self-discipline, courtesy, dependability, responsibility, integrity, consideration of others, respect for authority, morality, and a cooperative spirit.

### **Unacceptable Behavior**

The following is a list of behaviors that are not acceptable for those attending TCS. These behaviors will result in consequences appropriate to the behavior and the student's behavioral history.

1. Disrupting classes
2. Defacing property
3. Disrespect toward any teacher or staff member and other persons in authority
4. Taking God's name in vain and the use of verbal or non-verbal profanity, obscene language, or gestures.
5. Possession or use of alcoholic beverages, drugs, tobacco, vaping devices
6. Inappropriate display of affection, including hand-holding and kissing.
7. Possession of pornographic material, (including music. TCS reserves the right to determine what is pornographic.
8. Participation in sexual misconduct that is contrary to a healthy Biblical lifestyle, including sexting.
9. Bullying, harassment and hazing
10. Fighting, regardless of who started it
11. Theft
12. Lying to teachers or school officials, or forging any signatures on notes or official documents
13. Possession of weapons of any kind will result in immediate expulsion
14. Occult symbols, devices or activities
15. Illegal acts

# Admissions

## Acceptance

TCS seeks applications from families that seek a values-based, quality education for their children. Acceptance is based upon the evaluation of interviews, references, past educational performance if any, and a student's desire to attend TCS. Parental support and willingness to support the school, through attendance at events, volunteering, and general support, are all considerations for enrollment.



## Automatic Re-Enrollment

Assuming a student's academics & behavior have met the school's expectations, that student is eligible for automatic re-enrollment. Parents will receive notification of the re-enrollment process in January or February. If there is a balance on the account for a previous school year, students will not be able to return to TCS without payment in full. This includes summer camp.

TCS offers the opportunity to current students and their eligible siblings to re-enroll prior to opening enrollment to the public each year. Early re-enrollment is strongly recommended since space is limited and classes fill up quickly.

## Expectations of Parents Regarding Policies

All parents and family members at TCS are expected to support the policies and procedures of the school, and ensure that their students conform consistently to school standards.

While the school acts in partnership with parents in the educating of their students, the school operates in accordance with policies, procedures, preferences, and accreditation guidelines, which must be followed.

Parents and family members who cannot support and abide by school standards and administrative guidelines including all items, but not exclusive to stated items, in this Parent and Student Handbook may be asked to remove their children from the school.

Similarly, any parents or family members who attempt to **disrupt the routine and harmonious operation of the school may be asked to withdraw their student immediately.**



## **General**

TCS is committed to high standards of ethical, moral and legal business conduct. Our goal is to maintain the financial stability of TCS as it is a vital element in maintaining the high academic standards our parents expect.

## **Business Office Contacts, Hours and Location**

Please contact the Business Office at (209) 427-2727 or FACTS Management at (866) 441-4637, with any questions regarding your account or our financial policies.

The Business Office is located in the Administration Building on the Junior High/High School Campus near the softball field. The physical address is 1619 E. Monte Vista Avenue, Turlock, CA. The mailing address for the entire school is P.O. Box 1540, Turlock, CA 95381.

The Business Office is open Monday through Friday, from 8:00am to 4:30pm, including during summer break (unless otherwise posted). For a list of holidays when the office is closed, see the Master School Calendar.

## **Registration Fee**

A Registration Fee is due at the time of enrollment. This fee is charged in addition to tuition and is non-refundable. Family discounts do not apply. Registration forms for new and returning students will not be processed until the registration fee has been received. The current registration fee is \$100.

## **Tuition**

TCS is a private Christian school. In order to insure that TCS has the necessary resources to deliver effective instruction, it is imperative that the tuition and fees for each student be paid in full and on time when due.

Tuition is charged based on the age of student. Please refer to current Tuition and Fee Schedule for current rates. Tuition payments must be made on FACTS Management, or cash or check payments are accepted in the business office. Refer to "Payment Option" section for terms and methods of payment offered. Tuition is due and payable at the time of enrollment. Monthly payments are due on the first of every month and are late after the 5th.

TCS reserves the right, at its option and sole discretion, to require the responsible party to provide adequate assurances that the tuition and fees will be paid when due. TCS shall determine appropriate assurances at its sole and absolute discretion which may include, but not be limited to, completion of a credit application, delivery of personal credit reports, execution of a payment agreement and requiring a third party personal guarantee for payment on the account. Accounts that exhibit a pattern of delinquency may be required to pay the remaining balance of tuition or set up automatic payments. These arrangements will be made at the discretion of the Business Office.

Students may be requested to be withdrawn from school by either TCS or their parent or guardian. In either case the responsible party will continue to be held responsible for any fees and costs incurred prior to termination of enrollment.

Tuition reductions and/or refunds are not made for absences, illnesses or holidays.

Parents/Guardians are financially responsible for any damage done by their student(s)/ family members to TCS property, whether the damage was done intentionally or not. This can include buildings, equipment and books, etc.

## Payments

**Full Payment:** Tuition in full is due on or before July 1st and is payable directly to TCS. Tuition payments may be made on FACTS Management or directly at the Business Office. (Please be aware that fees will apply when paying with a credit card). Notify the Business Office by June 1st if you intend on paying your tuition in full, so your account may be billed properly. Accounts with tuition paid in full by July 1st will receive a 1% discount.

Both the registration fee and all tuition billed must be paid **when they are due** to gain clearance for the student(s) to attend class the first day of school. **Registration and application fees are non-refundable.**

**Monthly Payments:** Monthly payments must be made through FACTS Tuition Management before the 5th of every month. There is no fee for processing your payment using your checking account routing and account numbers. Checks may also be dropped off at the business office on the JH/HS campus. If the student's name is different than the name indicated on the check, be sure to note the student's name in the memo line. Checks are not accepted in the preschool office.



The TCS Business Office is available to answer any questions.

### **Credit Card Payments**

Tuition or other charges paid by credit card, will be subject to an additional fee. Credit card payments will be made through FACTS Management.

### **Statements**

Monthly invoices are not mailed; email reminders will be sent by FACTS. Invoices are sent by email. Whether or not you receive an email reminder, you are responsible for paying the amount due in a timely manner. Receipts and tax statements can be printed through your FACTS account.

### **Family Discounts**

A multiple student (family) tuition discount of the lower tuition is given to second, third or fourth sibling. This discount is applied to the current year tuition.

### **Withdrawal Policy**

The Enrollment Agreement is for the entire school year, however, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. A request for withdrawal requires a 30-day written notice delivered to the Preschool Office prior to the intended departure. The TCS Withdrawal Form must be completed and received by the Preschool Office as part of the withdrawal process. Parents are responsible for tuition in all circumstances. A thirty (30) day notice is also required for schedule changes that are a reduction in the days of the week in attendance or a reduction of the program of attendance (i.e. a full day to a half day).

The registration fee is always non-refundable and non-transferrable, irrespective of the date of cancellation. Such fee is for enrollment administration and is not a provision for liquidated damages. All other fees including registration, sports fees, books, etc. are non-refundable.

### **Late Tuition Payment**

A charge of \$25 will be added to accounts automatically to past due accounts. Payments are considered late if not received by the 5th day of the month (even if the 5th day of the month falls on a weekend).

Accounts that exhibit a pattern of delinquency may be required to pay the remaining balance of the year tuition or will be required to set up automatic payments with all associated fees.

### **Insufficient Funds/Cash Payments**

A charge of \$35 will be added to accounts for all returned checks. Any occurrence of a returned check may require future payments in cash or by automatic payment.



In the event any person passes a check with insufficient funds to TCS as payee, all of the rights and remedies of a payee as set forth in California Civil Code Section 1719, as amended from time to time, may be asserted by TCS.

Notwithstanding any other term or provision in any agreement between any payer and TCS, TCS reserves the right, in its unilateral and sole discretion at any time with or without notice, to require any payer of TCS to pay any obligation owed to TCS in cash or readily available funds.

### **Delinquent Accounts**

All accounts (tuition, fees, extended day care, sports, etc.) must be kept current and paid when due. Any account 5 days delinquent or more is a serious matter and will incur penalties. Any account that is 30 days delinquent may require immediate removal of your student(s) from classes until the account is brought current.

Accounts must be paid in full for to receive grades, report cards and transcripts. Only students with accounts paid in full will be permitted to participate in class programs, special year-end events, trips or graduation ceremonies.

Parental web access to student information (homework, grades) through FACTS (K-12) will not be available until the account is current. FACTS access can be revoked if an account is over 30 days late.

### **Confidential Information**

TCS collects and uses personal information to operate TCS and deliver the services enrolled families have requested. TCS does not sell, rent, or lease its customer lists to third parties. In addition, TCS may share data with trusted partners to help provide these services. All such third parties are prohibited from using personal information except to provide these services to TCS. These companies are required to maintain the confidentiality of the information. TCS secures personal information from unauthorized access, use, or disclosure. TCS secures the personal information provided on computer servers in a controlled, secure environment protected from unauthorized access, use, or disclosure.



### **Reporting Suspected Child Abuse**

The Department of Social Services, Community Care Licensing, mandates that “an employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.”

### **Parent Anti-Alcohol Policy**

TCS requires that all adults refrain from the consumption of alcohol at any and all formal and informal school events where students may be present. This includes all field trips, athletic practices and contests, competitions, events, and activities, both locally and outside of the area.

### **Summer Camp**

All students need to submit applications to enroll for the summer session if they plan to attend. Packets for registration are available in the spring. Preschool allows flexible attendance in the summer, and will calculate tuition on a weekly basis. Upon enrolling for summer camp, parents may choose which days to attend and pay for upfront. Summer still requires a 30 day notice to drop days, however, you may create a custom schedule for summer camp to accommodate family vacations or other time off.



# How Our Preschool Works

## **Admittance**

Turlock Christian Preschool accepts children four weeks through six years old. Our infant class is for children 0-14 months by September 1. Our toddler classes are for children between the ages of 1 and 2 on September 1. Our beginner classes are for those who are 2 by September 1. Our junior classes are for children who are 3 by September 1. Our PK & EK classes are for children who are 4 by September 1. Our EK classes require attendance five days a week.

## **Preschool Hours of Operation**

The preschool is open Monday - Friday from 7:00 am - 6:00 pm.

Full day children may attend anytime between 7:00 a.m. and 6:00 p.m. If dropped off before 7 a.m., there is an early fee of \$1.00 per minute. A late fee is assessed for children who are picked up at 6 p.m. or after. Students picked up at 6 will be charged a \$25.00 one-time fee in addition to a rate of \$1 per minute until they are picked up.

The morning program operates from 8:30 am - 12:00 pm. A fee is assessed for children who are dropped off before 8:30 am or picked up after 12:00 pm at a rate of \$10 per half hour, \$20 per hour and \$12 per half hour, \$24 per hour for infants/toddlers/beginners.

The half day program operates from 7:00 am - 12:30 pm. We also have a half day afternoon from 12:30 to 6 pm. A fee is assessed for children who are picked up after 12:30 pm for the half-day or dropped off before 12:30 pm for the afternoon half day at a rate of \$10 per half hour, \$20 per hour, and \$12 per half hour, \$24 per hour for infants/toddlers/beginners.

Our end of day procedure requires that parents and students must be outside the classroom before staff can leave for the day by 6 PM. Therefore, we ask that you arrive in time to sign your child(ren) out, retrieve your child's belongings and exit the classroom before 6 pm. There is a late charge of \$1 per minute after 6 pm in addition to a one time fee of \$25.00 starting at 6 PM if your student is not picked up.



## Office Hours

The Preschool Office is open Monday - Friday from 8:00 am – 5 pm. We are here to answer questions and help with any problems that may arise. The office is located on the East campus (2006 E Tuolumne Rd).

## Arrival and Departure Procedures

All children should be dropped off and picked up by the parent or an authorized adult. Transportation to and from the facility is not provided. Upon entry into the preschool, check in to your child's classroom. Parents will sign in electronically through our Brightwheel app. When you come to pick up your child and their class is on the playground, you will be able to pick up their belongings in the classroom. Please remember to digitally sign-out your child and make contact with staff to assure the safe departure of your child. Other authorized adults are required to present a driver's license to verify their identity to the staff at pick-up time. No child will be released to anyone younger than sixteen (16) years of age. No child will be released without authorization by the parent or guardian. Any changes in authorization must be in writing.

## Brightwheel

Turlock Christian Preschool uses the app Brightwheel for student management. Parents will need to create an account



through Brightwheel to become connected. Parents will use the app to enter a code to sign their child in and out each day. This is your legal digital signature for the day and must be done upon arrival and departure each day by a parent or authorized representative. Brightwheel will be the place that we document events for our younger students, such as eating, sleeping, and diaper changes. For all students, Brightwheel will be the place teachers can connect with parents about things happening during the school day. Look for photos or notes posted to your Brightwheel account. Additionally, our teachers will use Brightwheel for tracking observations of the students.

## Doors Locked



All classroom doors will remain locked when children are inside. Please knock, ring bell, or buzz (depending on classroom/campus) to be let in. Doors will remain unlocked in the early morning and after nap time for parents to sign in and out and leave or gather belongings, except in classrooms that contain children. Those classrooms will remain locked when children are inside.

## Gates

When getting buzzed in the gate, the gate should be opened by adults only. Please help us keep this policy intact by not allowing your child to open the gate, even when they insist.

## **Pick-Up**

Children must be supervised during the pick-up process. Please do not leave children on the playground or allow them into a classroom without a teacher or parent present.

## **Authorized Adults for Drop Off and Pick Up**

Parents are required to complete the authorization section of the application, indicating who is an authorized adult to drop off and pick up their child. For two household families, both mother and father are allowed to choose who is authorized to drop off and pick up. If there are custodial restrictions, a valid legal document must be in your child's file describing in detail any and all restrictions. If no such legal document exists, then TCP will honor both mother's and father's list of authorized adults. If applicable, a monthly custody calendar signed by both parents is due before each month starts.

## **Custody Issues**

Regarding custody issues of your children or other legal matters, our policy is to remain neutral. Please do not ask our staff for written or verbal statements about these issues. Custody court documents should be given to the office.

## **Attendance**

Please notify the school office in the morning (call, email, or message in Brightwheel) if your child is unable to attend that day. We appreciate knowing if your child is ill or absent for another reason. If your child has a contagious disease please inform the office as soon as possible. Tuition credits are not made for absences since the school budgets for the total year, providing staff and supplies in anticipation of the students' daily attendance. If a child must be absent for an extended period of time, it will be necessary to pay tuition to hold his/her place in the class.

## **Vacations and Holidays**

Each family will receive a school calendar at the beginning of the year that states our holiday closures. We will be closed for Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and the day after, December 24th to January 2nd for Christmas Break, Martin Luther King, Jr. Day, Presidents' Day, Good Friday through Easter Break (April 3-10), Memorial Day, and we will be closed July 3<sup>rd</sup> in lieu

of Independence Day. We will be closing at 12:30 on Open House TBD. We will also close for 1 day each year for parent teacher conferences but will remain open for childcare if there is enough interest. The tuition for childcare is above your annual commitment and is charged at a reduced daily rate. Finally, we will close for two days before our summer program begins and a week before our fall school year begins. This allows teachers time for in-servicing and to prepare the classrooms, as well as any needed cleaning and maintenance needed for the facilities. There will be no care offered for these days.





## Supplies

All students are required to have a spare change of clothes at school at all times. This set must include underwear and socks, and must be appropriate for the current weather. If a spare set is used, please be sure to send in a new set the following day. If your child is potty training, please have a few changes of clothes on hand. If your child is still in diapers, you must provide all diapering supplies.

Full day students can bring a small blanket and small pillow for nap time. These items must be small enough to fit in between each cot when stacked or in their cubby. Please keep large items at home.

For the safety of all children, glass bottles/containers are not allowed. All items, including their pillow and blanket, as well as their change of clothes, should be labeled with the child's name.

Please leave all other toys and videos at home, unless your teacher has announced a share day.



## Parent Classroom Involvement

Parents and guardians are welcome in the classroom to help with special projects, read to the class, offer a lesson in an area of expertise, and, of course, celebrate their child's birthday and/or holidays throughout the year. Please make arrangements with your child's teacher and office prior to a visit. We respectfully request that siblings be kept home to avoid distractions in the class. If you wish to volunteer on an ongoing basis, please see the volunteer requirements on p. 11.

## Notification of Change of Address, Email Address and Phone Number

As soon as possible, please inform the office of changes in address, phone numbers (home, cell, and work), email addresses and authorization for picking up your child. This information is vital for contacting parents when children become ill at school and in keeping our emergency information up to date.



## Daily Activities

Each day the curriculum is presented so each child can experience a wide variety of age-appropriate activities. These activities include the following:

### Hands-on Learning Centers

Students are encouraged to make independent choices and develop their thinking skills, as they learn at various learning centers. These centers provide opportunities for the individual child, as well as the entire group, to develop sensory, listening, writing, and math skills. We use art materials, easels, manipulative, dramatic play, and much more, to engage the students with hands-on experiences in an age-appropriate setting, stimulating their curiosity and intellectual growth.



Toys are chosen with safety in mind. A choke test tube is used to check the size of toys in our infant and toddler classrooms, to prevent having choking hazards in the classroom.

### Creative Movement

Each classroom introduces new songs and creative movement, as well as activities with instruments. A variety of art media promotes opportunities to develop self-expression and confidence.

### Motor Development

Gross motor skills are developed with ample play and activities are set-up on our private fenced-in playground, and in the classrooms, to stimulate large muscle development.

### Outdoor Classroom

The outdoor classroom is an extension of the activities and learning that is present in all classrooms. In addition to the large motor equipment, interest centers are set up to encourage and focus the learning of curriculum concepts.



### Bible

Children learn Bible verses and are read Bible stories in Large and Small Group settings. We use One In Christ curriculum for infants and toddlers and Purposeful Design for our older students. Prayer is incorporated throughout the day – Group times, before eating, and for the occasional ouchie.

### Snack & Meals

Children learn to eat nutritionally in a group setting while practicing social and verbal skills, as well as life skills and good manners.

## **Nap Time**

Full day children are provided a daily nap/rest time. The amount of time of the nap varies based on the age of the classroom. The amount of rest time decreases as the students get older. All children in full day programs are required to lay down and rest.

Infants follow the following guidelines to help reduce the risk of SIDS (Sudden Infant Death Syndrome)

- ◆ Infants are always placed on their back to sleep.
- ◆ We use safety-approved crib mattresses, covered by a fitted sheet.
- ◆ We keep soft objects, toys, and loose bedding out of the baby's sleep area.
- ◆ We have a staff person supervising sleeping babies.
- ◆ We reduce the chance that flat spots will develop on your baby's head by providing supervised "Tummy Time" when your baby is awake.

## **Good Health Guidelines**

Our goal is to create a germ and contagion free environment as much as possible for our children and teachers. At the discretion of the teachers and office staff, your child may not be admitted to the school or may be sent home if any of the following symptoms of illness are present:

1. The illness and recovery prevents your child from participating in school activities.
2. The illness/recovery results in a greater care need than the staff can provide without compromising the health and safety of the other children (requires one-on-one care).
3. Temperature of 100.4 degrees or greater.
4. Vomiting - one incident (on a case by case basis).
5. Diarrhea (one to two incidents), increase in stool water and/or form that cannot be contained - even if caused by medication (on a case by case basis).
6. Discharge in or around the eyes - which could include Conjunctivitis/Pink Eye (child may return the following day with prescription eye drops and/or a doctor's note).
7. Difficulty breathing, respiratory illnesses, lethargy, persistent crying and/or irritability.
8. Runny nose (colored) and/or coughing - with a change in behavior.
9. Rash with fever or behavior changes.
10. An open sore which for any reason cannot be kept totally covered.
11. Mouth sores with drooling or other draining sores.
12. Strep throat.
13. Scabies, head lice or other infestation.



14. Impetigo.
15. Chicken Pox/Shingles – exclude from school for six (6) days after onset of rash or until all sores have dried and crusted.
16. Mumps – exclude until nine (9) days after onset of gland swelling.
17. Measles – exclude for six (6) days after onset of rash.
18. Rubella – exclude for six (6) days after onset.

#### *Hand, Foot and Mouth*

It is described as tiny blisters in the mouth and on the fingers, palms of hands, buttocks, and soles of feet that last a little longer than a week (one, few, or all of these may be present). May see common cold signs or symptoms with fever, sore throat, runny nose, and cough. The most troublesome finding is blisters in the mouth, which make it difficult for the child to eat or drink. A child may return when the fever is gone, the blisters are not open, and they no longer have a change in behavior. Children must be able to participate in daily activities.

#### *Fifth Disease*

Fifth disease is a viral infection which often affects red blood cells. Four to twenty (4-20) days after exposure, some children will experience a low grade fever and tiredness. By the third week, a red rash generally appears on the cheeks giving a "slapped face" appearance. The rash may then extend to the body and tends to fade and reappear. Some children may have vague signs of illness or no symptoms at all. People with fifth disease appear to be contagious during the week prior to the appearance of the rash. By the time the rash is evident, the person is beyond the contagious period.

If a child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies is requested.



It is important to let your child's teacher know if you have given him/her any medicine in the morning that may affect their inability to participate in the classroom's daily activities. Staff can become worried if your child becomes lethargic or overly tired from a decongestant or antihistamine. Additionally, if your child is unable to participate or falls asleep mid-morning, we will call you to pick him/her up.

Notify the office immediately if your child has a communicable disease.

Notify the office if your child has a broken bone, sprain or other injury that may limit their participation in daily activities.

Pedialyte if not an acceptable “food” for preschool. A baby or child who is unable to keep down formula, milk or food is an ill child and needs to be at home.

When a student is sent home or leaves due to illness, including but not limited to the list above, the student may return after 24 hours only if symptoms have improved OR he/she has been examined by an M.D. and it is determined the child is not contagious and will not require individualized attention due to illness. A medical note stating this is required if symptoms are still present.

If a child begins prescription medication for any reason, the school must be notified prior to the child attending/returning to school. It is not uncommon for a young child to have an allergic reaction to medication; therefore we require the student to take the prescription medication for a minimum of 24 hours prior to returning to school as long as they are fever-free without fever reducing medications.

Please note: For any child who has pneumonia (lung infection), a longer isolation period is observed. Students diagnosed with pneumonia are required to remain out of the classroom for 72 hours and they should have significant improvement in their cough before being around other children.

Please be aware our staff are not Medical professionals and therefore do not “diagnose” children with conditions, however they can share symptoms they observe, and can make suggestions to have your child be evaluated by a medical professional. Children who have a fever (must be fever free without medication for 24 hours before returning) or meet other criteria as listed in school policy will be asked not to return until they improve.

In the event your child becomes ill at preschool, the parent will be notified to come and pick the child up. If the parent is unable to do so, arrangements for an authorized person must be made and the child picked up within an hour of notification.

## **Medication**

1. Parents are to fill out a medication form.
2. Prescription and non-prescription medication must be in its original container with the child’s name clearly indicated.
3. Amounts and times of each dosage are to be clearly marked on the container and on the medication form. The directions for dosage must apply to the age of your child. If different from the marked bottle, a physician’s order is required (For example, children’s pain reliever medication does not have dosing information for children under 2, therefore we cannot give to children under 2 without a doctor’s permission).



4. State law requires staff to administer medication to children according to the requirement marked on the medication. If a parent wants the medication administered differently, they will need to come and administer the medication.
5. Any form of asthmatic medication MUST have two additional forms filled out. A physician's signature is required.
6. A child with an EpiPen must have an additional form signed by a physician. EpiPens are stored in the office.

## **Health & Emergency Information**

Student applications with emergency information must be filled out completely and kept up to date for each student. Please notify the school office immediately of any change in emergency contact information, address, phone numbers, email addresses, mailing addresses, and medical insurance information.

### **Injuries and First Aid**

Minor injuries are cared for by the teachers. All teachers are CPR/First Aid certified within a year of their employment. There will always be someone who is certified on campus at all times. Soap and water, ice, and band aids are the extent of our first aid treatment. Parents will be notified of all injuries through our accident report placed in your file. If injuries are more serious, parents will be notified by phone. In cases of emergency, 911 will be called.



### **Immunizations**

All students are required, by state law to be current on all immunizations. If a student is unable to receive a vaccine for medical reasons, it must be registered with the state of California as a medical exemption. This process is done through your child's physician. Parents are not able to opt out of immunizations for personal reasons.

### **Washing Hand and Faces of Infants and Toddlers**

All infants and toddlers will have their hands and face washed with wipes (or something similar) provided by the parent. Children in the infant and toddler rooms will have their hands and faces wiped before and after eating and throughout the day. For safety concerns, no alcohol based product will be used on the children.

### **Sanitizing Toys and Rooms**

Sanitizer is used in the classrooms on a regular basis. Toys that make it to children's mouths are set aside to be washed before being returned to the playing area. Eating surfaces are sanitized after every use. Beds are sanitized between each child's use and a new sheet is placed on the bed.

### **Snacks**

TC provides a morning and afternoon snack for those in our beginner classes (2's) and up. Snacks consist of fruit, crackers, cheese, lunch meat, vegetables, breakfast foods, milk, yogurt, etc and are served mid-morning and mid-afternoon. A calendar with our planned snacks is posted in every classroom. Those with allergies or other dietary restrictions are asked to keep some snacks on hand in case an alternate



snack is needed for your child.

## Lunches

For our full and half day children, lunches are provided by the parents. Please clearly mark your child's lunchbox. A nutritious, well-balanced lunch is appreciated. Refrigerators, microwaves, utensils and bibs can be used for our infants and toddlers **ONLY** (Puppies, Ladybugs & Lions). For all other rooms, foods cannot be re-heated or cooled by the teachers, nor are utensils provided. We have found that if you warm food well and place it in a thermos type container, it will remain warm until lunchtime. Cold packs should be placed in the lunch box to keep items cool and safe for your child. Please do not send any food or drink with red dye. For the safety of all children, glass containers are not allowed.



## Food Allergies

We have students with various allergies and the most severe allergies are nuts and nut products. If one of these students is in your child's class, we will have a separate table at lunch time for those eating nuts or nut products. This will allow us to keep the allergens in a contained area that we can then disinfect after lunch time. We will assist students in washing their hands after eating foods with nut products to avoid spreading the oils to our play equipment.

## Lunch Suggestions

*When sending the following food items please cut them into small bite size pieces to avoid possible choking hazards: hot dogs, grapes, carrots, steak and chicken.*

Food Group	Daily Amount for 1-2 Year Olds	Daily Amount for 3-4 Year Olds	Help With Servings
<b>Grains</b>	3 ounces, half from whole-grain sources	4-5 ounces, half from whole-grain sources	<p>1 ounce equals: 1 slice of bread, 1 cup of ready-to-eat cereal, or ½ cup of cooked rice, cooked pasta, or cooked cereal.</p> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Bagel cut into small pieces</li> <li>• Whole wheat bread</li> <li>• Crackers (saltine, graham, whole grain)</li> <li>• Dry cereal</li> <li>• Pretzels</li> <li>• Rice cakes</li> </ul>
<b>Vegetables</b>	1 cup	1½ cups	<p>Use measuring cups to check amounts. Serve veggies that are soft, cut in small pieces, and well cooked to prevent choking.</p> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Carrots, green beans (well cooked, diced)</li> <li>• Steamed cauliflower, broccoli</li> <li>• Yams (cooked and diced)</li> <li>• Peas (mashed for safety; a child can inhale whole peas)</li> <li>• Potatoes (cooked and diced)</li> </ul>



<b>Fruits</b>	1 cup	1-1½ cups	<p>Use measuring cups to check amounts.</p> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Apples, bananas, peaches, nectarines, pears (sliced)</li> <li>• Cherries, grapes, plums (sliced or smashed and pitted)</li> <li>• Orange or grapefruit sections (cut into pieces)</li> <li>• Strawberries</li> <li>• Dried apples, apricots, peaches, pears (cut up)</li> <li>• Dates, prunes (pitted, cut up)</li> <li>• Raisins</li> </ul>
<b>Dairy</b>	2 cups	2 cups	<p>1 cup equals: 1 cup of milk or yogurt, 1½ ounces of natural cheese, or 2 ounces of processed cheese.</p> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Cheese (grated or diced)</li> <li>• Cottage cheese</li> <li>• Yogurt, fresh or frozen</li> <li>• Milk</li> </ul>
<b>Meat &amp; Beans</b>	2 ounces	3-4 ounces	<p>1 ounce equals: 1 ounce of meat, poultry or fish, ¼ cup cooked dry beans, or 1 egg.</p> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Fish (canned tuna, salmon, sardines; whitefish)</li> <li>• Peanut butter (smooth, spread thin on bread or cracker)</li> </ul>

## Needs and Service Plans

All students under the age of 2 are required to complete a needs and service plan indicating your child's routines and habits. This plan is required to be updated as things change, and signed again every three months.

## Physical Activity

We are committed to promoting a safe and active place for physical activity and allow for plenty of outdoor playtime. Please dress your child for the weather, as we will be going out in the cold and the heat. We will play outside in cold weather as low as 35° (including wind chill) and as high as 97° (including relative humidity). In addition to our play structure, different kinds of portable play equipment are offered, including trikes, balls, obstacle courses and building items, to promote physical development.

## Orientation and Meet & Greet Appointments

Orientation is an important experience with the goal of TCP providing information to help you begin the new school year. Our desire is to communicate with our parents our classroom management, goals, daily practices, and curriculum information. The format is a large group meeting in the Sanctuary/MPR, followed by open classrooms. We also offer one-on-one Meet & Greet appointments the afternoon before school starts.

## Assessments and Parent Teacher Conferences

Students will be assessed in the fall, winter and spring. Parent/Teacher conferences are offered by request in October and are required for all students in February. Teachers are

eager to meet parent needs and will schedule conferences at other times as needed or requested.

### **School Dress**

Children should attend school in clothes that are appropriate for the many “messy” art and sensory activities. We want children to feel free to participate without the concern of ruining their clothes. For safety reasons, we encourage you to have your child(ren) wear comfortable shoes they can run and play in. Flip-flop type sandals and Crocs are discouraged at TCP for safety reasons. Please keep an extra change of clothes on hand at all times.



### **Separation Anxiety**

In early childhood, crying, tantrums, or clinginess are normal reactions to separation. Separation anxiety can begin before a child’s first birthday and may pop up again or last until a child is four years old. Both the intensity level and timing of separation anxiety vary tremendously from child to child. A little worry over leaving mom or dad is normal, even when your child is older. You can ease your child’s anxiety by staying patient and consistent and by gently but firmly setting limits. Short goodbyes are better for a child struggling with separation anxiety. We will provide a sympathetic environment at school to make your child feel more comfortable. Teachers are always ready to take a crying child when you need to leave. At any time, you can let a teacher know you need to leave, and the teacher will take and console your child. If your child is struggling, work together with your teacher to have a game plan.

### **Behavior and Conduct Standards**

Students are expected to live by a standard of behavior consistent with the principles of conduct encouraged in the Christian home and church and taught by the living example of Jesus Christ. The Word of God is our source of truth and our final authority regarding conduct. This standard requires behavior attributes of:

- ◆ Honesty
- ◆ Self-discipline
- ◆ Courtesy
- ◆ Dependability
- ◆ Responsibility
- ◆ Integrity
- ◆ Consideration of others
- ◆ Respect for authority
- ◆ Morality



- ◆ Desire to learn
- ◆ Cooperative spirit

## **Guidance Policy**

Children learn best through experiences. We believe that the teachers must lovingly guide and redirect the children to help them to learn to cooperate with their peers and to have positive, educational experiences that encourage and enhance their growth and development while in our care. We can best accomplish this by:

- ◆ Having a variety of activities for the children.
- ◆ Reassuring the children that God always loves and forgives them when they misbehave, as do we. We help children use the words "I forgive you."
- ◆ Modeling love and forgiveness often in our classroom. Young children learn about God's forgiveness through our words and actions.
- ◆ Speaking with a child if their behavior is inappropriate for the area or material that they are using, i.e., "This is the way we use the blocks." or "Walking feet in the classroom, please."
- ◆ Using positive language with the children to give praise for appropriate behavior, i.e., "I like the way Sally is sitting."
- ◆ Redirecting attention to other activities before problems begin.

We are consistent with our classroom rules so that the children will know what is expected of them. We find that this helps the children and leads to their success. Sometimes just a touch on the shoulder or a simple count can let a child know of our presence and can help get him/her back on track.

TCP also utilizes Conscious Discipline. Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive (and we add spiritual!)) into one seamless curriculum, which is part of our Frog Street. It uses seven skills: Composure, Encouragement, Assertiveness, Choices, Empathy, Positive Intent and Consequences.

If after using these techniques a child is still having problems, they will be redirected to a different area, they will have time to cool off in the Cozy Cube, they will be removed from the classroom, or they will receive a note home. In all cases, teachers and parents will remain in close communication.

Corporal punishment is not allowed at Turlock Christian.

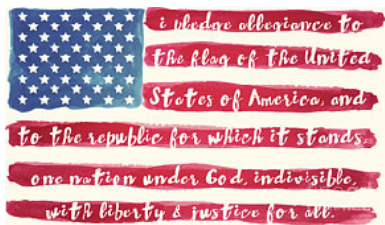


## Challenging Behaviors

Turlock Christian Preschool believes that parents and staff must work together to address persistent behavioral issues, such as biting, unusual or dangerous aggression, or other issues. It is our true desire to work with children and give them every opportunity to overcome this behavior, but we also must consider the safety of all the children in our care. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors. Parent support and open communication with the school is important. Behavior that persists may result in the child being sent home for the remainder of the day, and in some cases days following, at the discretion of the director. Consent given for a behaviorist to observe and assess may be required for continued enrollment. If the problem does not resolve in a timely manner, the child may need to leave the program until the issue has resolved. In all cases, our goal is to help the child to work through their challenges and overcome their difficulties.

## Sunscreen

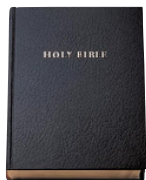
Please apply sunscreen to your child in the morning before coming to school. When needed in the afternoon, TCP will reapply sunscreen if you bring in a labeled bottle. Parents have signed authorization for sunscreen application on their applications for admission.



## Pledges

Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic, for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag: I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.



Pledge to the Bible: I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Lord's Prayer: Our Father who art in heaven hallowed be Thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. Lead us not into temptation but deliver us from evil. For Thine is the kingdom, and the power and the glory forever and ever. Amen.

## Birthdays

We want to celebrate each child's birthday. If parents would like to celebrate their child's birthday with a special treat, arrangements can be coordinated with the teacher. Due to allergy issues, please check with the teacher to see if any restrictions must be met. Please keep in mind that only 100% juice or 1% milk may be served to the children. Please refrain from red dye. We prefer mini cupcakes over large ones.



If you are planning a party away from school, please coordinate with the individual parents. Individual invitations cannot be distributed by the teacher or office, however if you are inviting the whole class, or all girls or all boys, you may put an invitation into each child's file.

## Pictures and Videos at School

Throughout the school year, teachers and parents take pictures and videos of the children for classroom projects, newsletters, etc. We post group pictures on Facebook, with no names of children attached. If you do not want your child's picture taken please notify both the office and your child's teacher in writing.

## Driving and Parking Regulations

Our parking lot organization and safety depends on you. Please follow the directions of the arrows at all times. Please drive slowly and cautiously, as children can sometimes be unpredictable when heading to their cars. Please park in a marked space and not by any red curbed areas or in the drive thru lane.



## Lost & Found

Items will be given to charity regularly because there is limited space to store lost and found items. **Please write your child's name on everything,** as this will help us get lost items back to you.

## Field Trips

Preschool will attend one trip a year. In the fall, our junior, PK, and EK classes will visit the farm and pumpkin patch. Parents are encouraged to chaperone our trips.

Parents will receive information whenever a field trip is scheduled. A permission slip will be attached. The form must be signed and returned to the teacher, along with any fee required for the field trip, before the student will be allowed to go on the field trip. All field trips are non-refundable once a student has signed up and paid. All students are invited to attend the trip, regardless of the day of the week of their normal attendance.

## Potty Training Policy

Learning to use the potty is a big event in a young child's life. Because potty training is a complex process, there are many issues caregivers and families must consider before and during the process of potty training for it to be a successful experience for everyone.

### **How to tell if a child is ready? The child:**

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day
- Has regular and predictable bowel movements
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet
- Has asked to wear grown-up underwear
- Is able to tell an adult they need to go potty BEFORE they have to go.
- Is able to pull down underwear and pants and get them back up without assistance
- Is able to wipe themselves from front to back
- Is able to postpone going if they need to wait for an available bathroom



The biggest key to be ready to train is having the ability to perceive events before they happen. While you are at home, it is easy to watch your child carefully for cues and send them to the potty before things happen. At school, there are 12-16 children in a busy classroom environment and not all signs are noticed like they would be in a home environment. We also do not have potties in most of our classrooms, so leaving the classroom to potty is necessary. A child must be ready to ask to use the potty before the need arises.

### **School Potty Training Techniques**

- A calm easygoing approach will be used.
- Caregivers will use the child's family words used for body parts, urine and bowel movements to be consistent with the child is using at home.
- Potty training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing) and caregivers will reinforce the child's success at each step.
- Caregivers will include potty training in the daily routine such as reading books or singing songs that reinforce the skills needed to potty train.
- Children will not be forced to sit on the potty against their will or for an extended period of time if they do not want to. We do not want to set up a power struggle or a negative feeling toward potty training.
- Students must be able to "accomplish" the process on their own. Teachers will help when a child is stuck or in the initial stages of the learning process, but independence is the goal.
- Parents need to dress children in clothing that is easy to remove during the training process.
- We will never punish for accidents. Occasional accidents are normal. When they occur, caregivers will remain positive and reassuring.
- Children must have at least 2 full changes (including socks and shoes) of clothes at school when potty training.

## Accidents

When an accident happens, wet clothing will be placed in a plastic bag. If underwear are soiled, they will be placed in a separate plastic bag and parents can determine upon pick-up if you wish to take them home or throw them away. We do not have any laundering facilities onsite to take care of these items.

If a child has more than 2 accidents in a day, or if there is not another change of clothes available in their cubby, the child will be placed in a pull up for the remainder of the day. You must have pull ups on hand at school until the training process is complete.

Please remember to bring new outfits (including socks and shoes) to school when accidents happen.

## Emergency or Disaster Situations

Turlock Christian School is well prepared should an emergency or natural disaster occurs during school hours. TCS has worked to prepare comprehensive protocols with iloveuguys Foundation a nationally recognized founded by parents who lost a daughter in a school shooting. TC's plan has been reviewed and approved by both the Chief of Police and Fire Chief.



Every teacher has a copy of the Emergency Response Plan in their room and the rooms are outfitted with a portable bucket toilet and popup tent, emergency food and water rations, along with first aid/basic trauma supplies, class lists, buddy lists, tools and other supplies. Details of TC's emergency response plans are not made public for security reasons.



### CPR/First Aid

We require all staff to be trained in CPR and First Aid, including training for infants and AED. Each campus has access to an AED machine that is tested regularly.

## Parental Cooperation

Parents are asked to assist in managing an emergency by doing the following.

1. Keep your Emergency Information form updated as the information on it will be used to communicate with you or your designee in the event of an emergency.
2. As quickly as possible, the school will send out an ALL-SCHOOL-ANNOUNCEMENT via phone message and/or Parent Alert giving you as many details as possible.
3. DO NOT call the school in an emergency situation.
4. DO NOT come to the school unless you have been requested to do so.
5. Turn on your radio for news announcements.
6. During an extreme emergency, when evacuation is necessary, students will be released from a designated campus (or off campus) location. If this is required, parents will be alerted via Parent Alert.



## Lockdown & Security

TCS may on occasion go into a “lockdown” mode, which means students and faculty will be taken to a secured area (classroom or meeting room) where all doors and windows will be locked. Lockdown occurs whenever TCS perceives that a situation exists that may put our students or staff in danger. This is used as a precautionary measure, and does not necessarily indicate imminent danger. For the safety of our students, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop-off/pick-up students until lockdown has been recalled.



## Integrated Pest Management

All of the staff at Turlock Christian Preschool follow California’s Healthy Schools Act (HSA) and practice integrated pest management (IPM) to keep children and staff safe from pests and pesticides. Exposure to pesticides can pose a health risk to children, staff, and others. Prohibited pesticides are never used (list found at [apps.cdpr.ca.gov/schoolipm](https://apps.cdpr.ca.gov/schoolipm)). Annual training is provided for staff on IPM practices and HSA requirements. Records of pesticide applications made by center staff and/or pest management professionals are kept in the office.

Let the little children  
*come to me*



## Items from our Online Application

- TCS 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. We do not discriminate on the basis of race, color, national or ethnic origin in the administration or our educational policies.
- I understand the Department of Social Services has the authority to interview children or staff without prior consent. The licensee shall ensure that provisions are made 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 if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d). The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement..
- I understand that my child needs to be signed in and out every day with a full legal signature. \_\_\_\_\_ (Parent’s Initials)
- Consent is given to apply sunscreen to my child (that I provide) in warm months. \_\_\_\_\_ (Parent’s Initials)
- I understand that my child must be free of illness for 24 hours before returning to school. \_\_\_\_\_ (Parent’s Initials)
- I understand the tuition is calculated on an annual basis and some months will have three weeks, some four, and some five. The same monthly fee applies, as it is an annual amount divided by 9.5 months. There is no credit or exchange of days for absences, vacations, holidays, etc \_\_\_\_\_ (Parent’s Initials)
- Consent is given to TC to connect with the CA Immunization Registry to share immunization records online. (This is just a record keeping process. Reports are given to the state regardless of online consent.) \_\_\_\_\_ (Parent’s Initials)
- Names and grades of siblings attending TC: \_\_\_\_\_
- My child’s typical arrival time will be \_\_\_\_\_ AM and typical pick-up time will be \_\_\_\_\_ PM.

Parent Signature: *For Reference Only* \_\_\_\_\_

Date: 38



# Items from our Online Partner Agreement

## PERSON(S) FINANCIALLY RESPONSIBLE FOR ACCOUNT

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
*For Reference Only*

## PAYMENT TERMS

A **non-refundable annual Registration Fee of \$100** is due for each student with completion of a new student application or to process re-enrollment. This fee is due for every school year.

**Payments** are due the 1<sup>st</sup> and are late after the 5<sup>th</sup> of the month. TCS uses a third party administrator, FACTS, to collect payment on accounts. Payments may be set up online and made through FACTS. Cash or check payments are no longer accepted in the preschool office. You may make check or cash payments in our business office (1619 E Monte Vista) If your payment is more than 30 days delinquent, your child may not attend class and may be withdrawn from the program.

## ADDITIONAL EXPENSES

Additional account items, such as flex days/hours or late fees will be billed to your FACTS account. Statements will be emailed through FACTS at the end of each month, but you are able to log in and view your account activity at any time.

## EARLY WITHDRAWAL POLICY

To be effective, a withdrawal form must be completed and submitted to the school office 30 days in advance.

The individual signed on the reverse agrees to assume all personal and financial responsibilities stated or implied in this agreement. If withdrawal for any reason (including medical) is necessary, or if a student is dismissed from TC for any reason, financial adjustment shall be made according to the following method:

- Families are required to give a 30-day notice to withdraw, drop days, or drop a program and will be billed accordingly
- Brand new students are also required to give a 30-day notice if withdrawing before the first day of school.
- Tuition will be prorated by calculating the number of days attended for the month (or the 30-day required notice) multiplied by the daily tuition rate.
- The Registration Fee is non-refundable, regardless of any early withdrawal.

## FINANCIAL AGREEMENT

- Turlock Christian School (TCS) is a private Christian school. In order to insure that TCS has the necessary resources to deliver effective instruction, it is imperative that the tuition and fees for each student be paid in full and on time when due.
- Both the registration fee and all tuition billed must be paid when they are due to gain clearance for the student(s) to attend class the first day of school. Registration fees are non-refundable. A 30 day advance notice will be given for any rate changes.
- A charge of \$20 will be added to accounts with unpaid charges. Payments are considered late if not received by the Business Office on the 5th day of the month.
- An additional charge will be added to accounts for all returned payments. Any occurrence of a returned payment may require future payments in cash or by bank check
- Statements are emailed at the end of each month through FACTS. Whether or not you receive a statement, you are responsible for paying your account balance in a timely manner.
- Checks are only accepted at the business office (1619 Monte Vista) and must list the student(s) name(s) on the memo line of the check.
- Tuition reductions and/or refunds are not made for absences, illnesses, vacations, holidays, or school closures, both planned and emergency. There is no exchange of days. Summer enrollment is optional and available by the week.
- Parents/Guardians are financially responsible for any damage done by their student(s)/family members to TCS property, whether the damage was done intentionally or not. This can include buildings, equipment and books, etc.
- Any student with an account 30 days (or more) past due may be removed from school enrollment.
- Only students with accounts paid in full will be permitted to participate in special year end events or graduation ceremonies.
- All students not picked up on time will incur \$1 per minute late fee.

Continued on back



- If there is a balance on the account for a previous school year, students will not be able to return to TCS without payment in full. This includes summer camp.
- TCS reserves the right, at its option and sole discretion, to require the responsible party to provide adequate assurances that the tuition and fees will be paid when due. TCS shall determine appropriate assurances at its sole and absolute discretion which may include, but not limited to, completion of a credit application, delivery of personal credit reports, execution of a payment agreement and requiring a third party personal guarantee for payment on the account. Accounts that exhibit a pattern of delinquency may be required to pay the remaining balance of tuition or set up automatic payments. These arrangements will be made at the discretion of the Business Office.
- Students may be requested to be withdrawn from school by either TCS or their parent/guardian. In either case, the responsible party will continue to be held responsible for any fees and costs incurred prior to termination of enrollment.
- TCS collects and uses personal information to operate TCS and deliver the services enrolled families have requested. TCS does not sell, rent, or lease its customer lists to third parties. In addition, TCS may share data with trusted partners to help provide these services. All such third parties are prohibited from using personal information except to provide these services to TCS. These companies are required to maintain the confidentiality of the information. TCS secures personal information from unauthorized access, use or disclosure. TCS secures the personal information provided on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure.

## PARTNER AGREEMENT

- We consider it a privilege to have the opportunity to send our child(ren) to Turlock Christian Schools (TCS) and we desire to partner with TCS in the total education of our child(ren).
- We agree to uphold the high behavioral and academic standards of TCS. We pledge to support the policies, principals, practices, and procedures of TCS, including, but not limited to, the Parent/Student Handbook, which is subject to change.
- We agree to support our child's education by participating in fundraisers, attending school events, parent events, and our child's extra-curricular events.
- \* We agree to stay informed by regularly reading the newsletter, website, emails, and papers sent home.
- We recognize that for our child(ren) to make good progress in his/her work, it is essential that he/she has confidence in his/her teacher and the school. Therefore, we pledge our cooperation and support to the staff and administration of Turlock Christian Schools in the training and disciplining of our child(ren).
- In the spirit of unity, we agree to take questions, criticisms, and grievances to the proper school authority. We will avoid taking concerns to other parents and strive to resolve all conflicts through the principles of peace making. (Matt 18:15-17)
- We agree that any unresolved disputes, including statutory claims, shall be settled by biblically based arbitration. We understand that TCS's complete policy on arbitration is kept on file in the Business Office and we can request a copy of it at any time during regular business hours.
- We agree that TCS may use our child(ren)'s name(s), portrait, likeness, artwork, spoken or written endorsement, written work, and/or electronic media that he/she develops in connection with TCS classes or activities in order to publicize or highlight TCS, and that, except as prohibited by law, TCS may use our child(ren)'s information and records at their discretion. We understand that if we do not agree to this policy, we will be required to write a letter to the Head of School prior to the first day of this school year.
- We give permission to have our family name, address and phone number included in the TCS student directory. Directory information will only be used for TCS purposes. We understand that if we do not agree to this policy, we will be required to present a letter to that effect, to the Head of School prior to the first day of this school year.
- We understand that the administration and the Board of Directors of TCS reserves the right to dismiss any student who does not honor the standards of the school, or does not cooperate for the general welfare of the student body.
- Students must submit all the required state paperwork prior to the first day of attendance, with an up-to-date immunization record.
- Students must submit a Physician's Report, signed by your doctor, within 30 days of enrollment.
- We will not hold TCS liable for any accident, sickness, or emergency treatment given while our child is in the care, custody, or control of TCS that is made in good faith.

Please read the Financial & Partner Agreement carefully before signing. It is printed in the Parent Handbook for future reference.

Signature: _____ (Parent/Guardian and Individual financially responsible for student)	Date: _____
Signature: _____ (Second Parent/Co-parent, if applicable)	Date: _____
Signature: _____ (Authorized Representative for Turlock Christian)	Date: _____



## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Fresno Childcare Regional Office  
 Licensing Office Address: 1310 E Shaw Ave, Fresno, CA 93710  
 Licensing Office Telephone #: 559-243-4588

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE:** CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Turlock Christian Preschool

\_\_\_\_\_  
Name of Child Care Center

*For Reference Only*

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE:** This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)



# PERSONAL RIGHTS

## Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME Fresno Childcare Regional Office		
ADDRESS 1310 E Shaw Ave		
CITY Fresno	ZIP CODE 93710	AREA CODE/TELEPHONE NUMBER 559-243-4588

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY) Turlock Christian Preschool	(PRINT THE ADDRESS OF THE FACILITY) 2006 E Tuolumne Rd or 700 E Monte Vista Ave
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

*For Reference Only*





## EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

## POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

## SYMPTOMS OF LEAD EXPOSURE

Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints, such as stomachache, crankiness, headaches, or loss of appetite.



## OPTIONS FOR LEAD TESTING



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans will also pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's website at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb), or call them at (510) 620-5600.

(The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.)

1/2019

## LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

### IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



### LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them;
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**  
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes).\*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**  
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**  
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.\*

- **Filter your water-** Consider using a water filter certified to remove lead.

### WARNING!

Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



(\*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

For information on testing your water for lead, visit The Environmental Protection Agency at [www.epa.gov/lead/protect-your-family-exposures-lead](http://www.epa.gov/lead/protect-your-family-exposures-lead) or call (800) 426-4791.

You can also visit The California Department of Public Health's website at <https://www.cdph.ca.gov>.





# IMPORTANT INFORMATION FOR PARENTS

## CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.



# Preschool Parent Handbook Signed Agreement

## Students enrolled at Turlock Christian Preschool:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Parents and students are expected to be supportive of the teachers, staff and administration as they implement TCS's mission and policies. Parents and students are expected to be familiar with the school's mission and policies.

The Parent & Student Handbook is one of the primary vehicles for outlining the policies and practices of TCS. Parents need to read and review very carefully the policies, guidelines, expectations, and consequences outlined in this Parent Handbook.

The Parent Handbook and Policy Agreement form must be signed, dated, and returned to the preschool office or your student's teacher within 10 days of receiving.

We have received and read the Turlock Christian Preschool's Parent Handbook for the 2024-2025 school year. By signing this form, we agree to abide by its policies, guidelines, expectations and consequences. We specifically agree to be supportive of the administration's decisions and procedures

We acknowledge that TCS has the right to add, delete, or modify policies, guidelines, expectations and consequences as deemed appropriate in the sole discretion of the school's administration.

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Parent/Guardian's Signature

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Date