

2023/2024 Parent Handbook



**Building Strong Foundations
in the Lives of Children**

19900 Grove Community Drive
Riverside, CA 92508
(951) 571-9080 / email: preschool@thegrove.cc

Dear Parents,

Welcome to The Grove Preschool. I am thrilled to welcome you to our preschool family, and I look forward to partnering with you in the growth and development of your child. We, as a staff, are committed to providing a developmentally appropriate learning experience for each child. Our staff is filled with highly qualified, loving teachers who will fill each day with fun and exciting new learning experiences.

The Grove Preschool desires to partner with you to help your child develop spiritually, academically, and socially. Our programs are designed to target each area of development. All of our programs accomplish this through five main areas of curriculum.

- **Bible:** Give children a basic understanding of God, Jesus, the Holy Spirit, the Bible, and God's love for each individual.
- **Social Studies/Science:** Teaching children about the world around them through theme-based subjects.
- **Phonics/Language:** Allowing children to gain listening and speaking skills; giving them a basic understanding of reading and writing concepts to prepare and teach them to read and write at an age-appropriate level. Exposing children to a variety of literature through group and individual experiences to encourage a love for reading and learning.
- **Math:** Teaching children's concepts and operations in the areas of number sense, measurement, geometry, and mathematical reasoning.
- **Science:** Have children explore the natural world by observation, classifying, and experimenting.

A child's character is developed at a very young age. Our goal is to help develop a Christ-like character that portrays a love and respect for God, themselves, and others. At The Grove Preschool we believe that God has a plan for your child's life, and that His plan is always good; "For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future." (Jeremiah 29:11). We also believe that the foundations built now will aid in who each child chooses to be in the future, "Train up a child in the way he should go, even when he is old he will not depart from it." (Proverbs 22:6)

We welcome parent participation to help enrich our students' classroom experiences. There will be opportunities throughout the year for parental involvement, in a variety of forms, to reinforce the concepts being taught. Another area of parental involvement is communication with teachers and other parents. Visiting before and after school is a great way to get to know new families, and share child/parent experiences. If for any reason you desire to talk at length with your child's teacher or one of the school directors, please schedule a conference time, so that full attention can be given to your concern.

The Grove staff is here to offer spiritual guidance and a church home if you are looking for a place for your family to worship. We look forward to all that God will do this year as we partner together in building a solid foundation in your child's future. We pray that this year will be a blessing to all.

In His Service,

Cathy Harmon

Grove Preschool Director



Registration

Registration for our 2023/2024 school year will begin in February 2023.

All registration fees are non-refundable.

During the school year, openings are filled from our wait list as spots become available.

Age: Students must turn:

3 by **September 1st** of the school year to enroll in **Preschool Classes**

4 by **September 1st** of the school year to enroll in **Pre-Kinder & Jr. Kinder Classes**

Bathroom Policy: All children enrolled must be **fully** potty trained and **unassisted** in the bathroom. This means the child will need to pull down clothing, wipe, and pull up clothing unassisted.

Required Registration Documents:

1. Copy of child's immunization record showing state required vaccinations
2. Physician's Report signed by doctor (Found in Registration Paperwork & Online)
3. Completed Registration Paperwork

1st Tuition Payment: Due **August 1st**, and continuing monthly on the 1st through May

All required documents **MUST** be turned in **BEFORE** the 1st day of attendance.

Your child may not begin school until we have all registration documents **AND** your 1st tuition payment.

Welcome Back To School



You will receive a Welcome Packet in the mail in July which will include your class assignment and school calendars.

Your child's teachers look forward to meeting you and your child on Aug.14th, 2023.

Parent/Child Orientation

"Meet the Teachers"

August 14th (all programs)

1st Day of School

August 15th (2-day, 5-day, & Jr. Kindergarten)

August 16th (3-day)

Though the Registration Fee is **non-refundable**, we would appreciate a call if your child is unable to attend for the year. Thank you!

Office Hours: 8:00 AM – 4:00 PM

(951) 571-9080

General Information

What to Wear: Comfortable clothes and sandals with a back strap are best for the activities your child will participate in. Girls should wear shorts under dresses/skirts. Please avoid any graphics or pictures on clothing that may be scary or offensive.

What to Bring (for all programs):

- Extra set of clothing in zip lock bag labeled with child's name (include underpants, t-shirts, socks, and pants or shorts)
- Sweater or jacket
- Backpack for child's daily work



What to Bring (Full-Day programs only):

- Nutritious Lunch (please avoid sugary, unhealthy foods)
- Naptime bedding will be provided- It is the parent's responsibility to wash and bring back bedding every week.
- If bedding is lost, a replacement set can be purchased for : **\$20**

Arrival: On arrival children must be accompanied to their classroom to be signed in by an adult. Students more than 20 minutes late will be signed in at the front desk and walked back to class by a staff member.

Departure: Children must be picked up and signed out promptly at their classroom. Only those authorized to pick up the child will be allowed to take him/her from the facility, and must be at least 16 years old with a valid driver's license. Please update your pick up list, in person, as needed. No changes can be made over the telephone.

Attendance: It is our desire for your child to be here on all scheduled school days, if possible. If your child is absent, please call the school office to inform us. If your child is absent more than 2 weeks without any communication with our staff, he/she will be removed from the school roster, and you will be charged tuition for that period of time.

Absences: NO "make up" days can be permitted for absences because the school is operating at its full licensing capacity every day.

Withdrawal: A parent may withdraw their child from the school's program at any time. However, the parent must notify the school in writing two weeks in advance. Please pick up a "Student Withdrawal Form" from the school office. The tuition due will be recalculated according to your child's last day.

Nutrition



Snacks: Our school provides three snacks per day; Morning, Prime Time, and Afternoon. Our Snack Calendar is posted on our parent bulletin board outside the School Office. Please notify staff if your child cannot have what is being served due to an allergy.

Lunch: Full-day students are required to bring a **nutritious** lunch to school every day. Examples of a nutritious lunch: sandwich, granola bar, fruit, veggies, string cheese, juice or water. Please keep sugary items, such as cookies, to a minimum.

Special Days: On holiday celebration days the teacher will post a menu sign-up sheet outside the classroom door. Please notify staff if your child cannot have what is being served due to an allergy. Try to involve your child in the selection and preparation of the snack. It's an excellent way to teach food preparation, nutrition, and sharing with others. It can also be quality time spent with your child.



Health

If in the previous 24 hours your child has exhibited any of the following symptoms, please **DO NOT** bring him/her to school: Fever, Runny Nose (if discolored), Vomiting, Consistent Coughing, Diarrhea, Red Rash, Nausea, or Obvious Listlessness.

Our policy on fevers is at 100° F and above, students are not allowed back into a classroom. Only the thermometer in the preschool office will be used in determining a student's temperature.

Birthdays



Parties: We encourage you to celebrate with your child on his/her birthday or "unbirthday" (for summer or holiday birthdays). Please make prior arrangements with your child's teacher as to the best day and time. You may bring a special snack and drink.

Party Favors: Some parents like to bring treat bags for the children in the class. This is permitted, but is not necessary. Please be aware all student allergies when making party favor bags.

Policies



Payment: Tuition payments are due on the 1st of every month. The first payment is due **August 1st**. Tuition should be received in our office by the 10th of each month to avoid a late fee.

Payments can be made by cash, check, or credit card. You may also fill out a form to have your credit card charged automatically every month. This form can be found online or at the preschool office.

Sibling Discount: There is a 10% discount on tuition for the second sibling, and any thereafter.

Late Payments: If payment is not received by the **10th**, there will be a \$25 late fee due on your account.

Returned Checks: There is a \$30 returned check fee. Cash or credit card will be required if checks are returned more than two times during the school year.

Bathroom Policy: Children who are **not fully potty trained** can be dropped from the preschool program at any time. Fully potty trained means the child can use the restroom on their own without any assistance from adults. This means the child will need to pull down clothing, wipe, and pull up clothing unassisted.

Late Sign In: Please be on time. Tardiness can be stressful on your child, as well as disruptive to the classroom that has already begun its scheduled activities. If tardiness is a frequent problem, please make an adjustment in your schedule to remedy this.

Late Pickup: We realize things happen. Please don't endanger yourself or others by racing to the school. Please call the office as soon as you can to notify us of your situation at 951-571-9080.

Late Pickup Fees:

(1/2 Day Program) = \$25 flat fee will be charged to your account if your child has not been picked up by 12:15 PM and has to be moved to the School Office.

(Full Day Program) = If your child has not been picked up by 5:30 PM, you will be charged \$25 for one minute to 20 minutes late, and an additional \$5 for every minute thereafter.

(Jr. Kinder Program) = \$25 flat fee will be charged to your account if your child has not been picked up by 2:15pm and has to be moved to the School Office.

Financial Questions: If you have any questions regarding your account, please feel free to contact our Office Manager in the preschool office at 951-571-9080.

Visits/Conferences: You are welcome to visit the school at any time with prior arrangement. Please sign in at the front office to receive a "Visitor" badge. You may arrange for a conference with your child's teacher or the director at any time, simply ask for one! The director may be asked to join in on teacher conferences. Telephone conversations with the teacher can be arranged with your child's teacher.

Discipline Issues

Positive Rewards:

This is a discipline method which emphasizes the good behavior choices a child makes. It keeps their mind concentrating on making right choices, rather than gaining attention from inappropriate behavior. We want to train your child to focus on making good choices that not only benefit them, but also bless those affected by their behavior. Verbal praise, stickers, stamps, class parties, or privileges are all a part of a positive rewards system that we use at the Grove Preschool.

Other Discipline Methods:

Here at The Grove Preschool we use reminders, redirection, "the thinking chair", and a visit to the office, as appropriate discipline to each given situation. Discipline is not effective unless the child understands what they have done wrong, why that behavior is inappropriate, and the best way to handle the situation in the future. Therefore, each teacher will use comfort, communication, and encouragement to help the child understand what is expected, what went wrong, and how that situation should be handled if encountered again.

Hurting Another Child:

When a child hurts another child, the teacher takes prompt action. Hurting is not allowed. The teacher and/or the director will talk to the parents involved. All communication between parents and staff is held in absolute confidentiality. **Learning to use words instead of hands** takes time, patience, and persistence! It is harder for some personality types than others. We want to **encourage friendships and problem-solving skills**. Role-play with your child. Teach your child to say, "You play too rough, I don't like that."; "I want to play with that too, will you share with me?" Hitting is not a solution. Assertive, confident words work. If you find your child has not told the teacher about an altercation with another child, be sure to inform the teacher by phone or at the next class session. Encourage your child to go to the teacher for help. Ultimately, we want the children to express themselves with words, and in the meantime the teacher will help them toward that goal. If a child continues with disruptive and inappropriate behavior after the teacher has worked to guide their choices, they will be sent to the school office. They will then receive direction on what it will take to return to the classroom. A parent will be called if behavior continues to be a problem. **The teachers don't report every little thing to the parents.** If there is a recurring behavior problem, parents will be notified. We want to make sure we are both working together for the child's benefit. If a behavior is serious enough to continually disrupt the classroom or endanger other students, after a reasonable, developmentally appropriate time and effort, it will be requested that the parents seek other help in order for the child to remain in our program.

Biting Another Child:

The first time a child bites another child for any reason, even self-defense, the director will require the teacher to bring the child to the office for discussion time. Students with more than one biting occurrence, may be immediately withdrawn from school at any time. Both the child who was bit and the child who performed the biting parents will be called and notified.

Mandated Reporting of Suspected Child Abuse:

Teachers and administrators are mandated reporters of suspected child abuse. Teachers are not to attempt to determine who caused the abuse on the child, only that a child is in danger due to **reasonable** evidence that they observed. If a child has physical marks on them, such as bruises or other evidence of inappropriate treatment or discipline, they would violate the law if they did not report it to the local Child Protective Services Agency.

1. BASIC SERVICES:

A. BASIC SERVICES SCHEDULE. The School will provide the Basic Services each month according to the following schedule

1. Half Day Programming from 9am to 12pm
 - a. Tuesday and Thursday (2-day)
 - b. Monday, Wednesday, Friday (3-day)
 - c. Monday through Friday (5-day)
2. Jr. Kindergarten Monday through Friday from 9am to 2pm
3. Early Bird program available Monday through Friday from 7:30am to 9:00am
4. Full-day program available Monday- Friday from 6:30am to 5:30pm

B. We will maintain a set of rules for the protection of children participating in our program.

1. **RELEASE OF CHILD.** Parents will provide a list of individuals authorized to pick up their child from our school ("authorized representatives"). The parent agrees to give written notification in advance each day that anyone other than the parent or one of parent's authorized representatives will pick up the child from our school. The parent understands that the child will **NOT** be released to **ANY** individual for whom we have not received prior authorization from the parent or anyone who cannot provide a valid ID. The child must be signed out daily from the classroom.
2. **DROP-OFF.** Parents understand that the School is open to receive children at 6:30 AM for (Full Day), 7:30 AM for (Early Bird), and 9 AM for (Half Day & Jr. Kindergarten) each morning.
3. **SIGN-IN.** Parent agrees that they shall not leave their child at the school unless the parent or parent's authorized representative has both (I) made personal contact with a member of the school staff, and (II) signed the child into the classroom. An emergency telephone number will be written on the sign-in sheet in case the parent/authorized representative is needed by the school staff.
4. **CHANGE OF ADDRESS OR TELEPHONE NUMBER.** The parent agrees to provide immediate notice of any change in parent's home or work telephone numbers and/or address. All changes must be done in person with a valid ID at the Preschool office.

C. SUPERVISION. School will provide supervision of the child during all activities at school during school hours.

D. HOLIDAY SCHEDULE. The school in most cases, follows the Riverside Unified School District's holiday schedule, and will provide the parent with a copy of the school calendar. Any change in the regular schedule will be posted on the parent Bulletin Board. Parents will not receive a refund for or a credit against the Yearly (Monthly Payment) Fee for such days.

E. ISOLATED CARE. Due to illness the school will provide isolated care for the child in the event the child becomes ill at school. The parent will be notified by telephone, and shall have the child removed from school **within one hour** of such notice. For purposes of this agreement, "isolated care" means care in an area at the school that affords easy supervision by school staff which is equipped with a cot or chair.

F. MEDICATION. Prescription medications may be administered by the preschool office in accordance with the label directions and as prescribed by the child's physician. Non-prescription medications may be administered by the preschool office in accordance with the product label directions. Both prescription and non-prescription medicine is checked into the preschool office and parents must fill out the required state licensing form in order for staff to administer medication.

2. PAYMENT PROVISIONS:

A. BASIC RATES. Parent shall pay to the school a yearly fee (10 monthly payments, optional) for the basic services based on School's rates for such services as follows. First payment due the first week of August. Last payment due in May. (Fee schedule may be adjusted on a case by case basis)

Two half days per week = \$230/mo. **Jr. Kindergarten** = \$495/mo.

Three half days per week = \$310/mo. **Three full days** per week = \$565/mo.

Five half days per week = \$430/mo. **Five full days** per week = \$795/mo.

B. REGISTRATION FEE. Parent shall pay to the school a **non-refundable** annual registration fee of \$120 for Preschool/Pre-Kindergarten, and \$150 for Jr. Kindergarten at the time of the registration, and thereafter on re-registration each year in which the child is enrolled in the school's program.

C. CHANGE OF PROGRAM FEE. Change of program requests will be granted only if space is available. There is no cost for your first change. A \$25 fee will be charged for any changes thereafter.

D. DUE DATE. Payment in full and any other additional fees incurred in the previous month are due on the first calendar day of the month that school is in session. If a parent enrolls a child in the school's program mid-month, the parent shall pay a prorated amount on or before the first day the child attends the school's program.

E. METHOD OF PAYMENT. Payments to the school, may be made by cash, check (payable to The Grove Preschool) or major credit card. If any payment by check is returned unpaid, however, the parent shall pay the school a service fee of \$30, in addition to other amounts due, and thereafter the school reserves the right to have the parent make payments in cash or credit card. You can also sign up for our automatic payment plan; this form is found online or at the preschool office.

F. ABSENCE POLICY. The parent shall pay in full to the school the monthly fee for each month the child is enrolled in school's program, regardless of whether the child is absent for any reason, including but not limited to illness or vacation. The parent will notify the school when the child will be absent, especially due to illness/disease.

3. RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN:

Parent understands and acknowledges that The Grove Preschool is a licensed preschool, and that under California law the California Department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed preschool; to inspect and audit children's records; and to observe the physical condition of the children.

4. WITHDRAWAL BY PARENT:

A parent may withdraw their child from the school's program at any time; provided, however, that the parent notify the school in writing two (2) weeks in advance of withdrawing the child from the school's program. If the parent withdraws the child in the middle of the month, provided that parent provides the school two weeks prior notice of withdrawal, the school will refund a portion of the monthly fee paid for that month, prorated on a daily basis for the remainder of that month. Please pick up a "Student Withdrawal Form" from the school office.

5. SUSPENSION/TERMINATION CONDITIONS:

A. IMMEDIATE: School may suspend a child's enrollment in the school's program effective immediately upon written notice to parent of such suspension, if the following condition arises:

- 1) In the sole judgment of the school's director, a child's behavior threatens the physical or mental health or well-being of one or more of the other children or staff at school.

B. TWO-WEEKS NOTICE. School may terminate a child's enrollment in the school's program effective upon two-week' notice to the parent if any of the following conditions arise:

1. Any of the conditions listed under Section 5 A above, provided that the school has not exercised its right to terminate the child's enrollment immediately;
2. In the judgment of the school's director, school's program does not meet the developmental or special needs of a child
3. Parent fails to abide by any other terms of this agreement and/or school's parent handbook, including, but not limited to, the payment policy.
4. If the school terminates a child's enrollment in the school's program because of conditions in Section 5 B, the school will refund a portion of the payment fee paid by the parent in advance for that month, prorated on a daily basis for the remainder of that month.

6. MODIFICATION. Parent understands and acknowledges that, under California law, the school may modify this agreement whenever circumstances covered in this agreement change, provided that any such modification shall be in writing and shall be signed and dated by parent and school, and provided further that:

- (a) If school's rates or fees are changed by school, school agrees to provide written notice to parent thirty (30) days prior to implementing any change in such rate or fees.

7. PARENT'S ADDITIONAL RESPONSIBILITIES AND OBLIGATIONS.

- A. CERTIFICATION THAT ALL INFORMATION IS CORRECT.** Parent certifies that they have read and agree to abide by all provisions of the Parent Handbook. Parent agrees to notify school immediately in writing of any change in the information supplied on the registration paperwork.
- B. MEDICAL ASSESSMENT.** Parent agrees to provide the school with a written medical assessment of the child on a form provided by the school, performed by or under the supervision of a licensed physician prior to student's first day in class. The TB Risk Factor Box at the bottom of the physician form must be evaluated and checked by the physician.
- C. SHOT RECORDS.** Parent will provide the shot record of the child to the school prior to admission. This record must verify that the child is up to date on all immunizations.

Required Immunizations per California State Law are as follows:

- Polio (OPV or IPV) - 3 Doses
- DTaP - 4 Doses
- MMR - 1 Dose on or after the 1st Birthday
- Hib - 1 Dose on or after the 1st Birthday
- Hepatitis B - 3 Doses
- VAR - 1 Dose

8. EARTHQUAKE KIT. School will provide an Earthquake Kit. The cost of this kit is included in the registration payment.

9. EMERGENCY PREPAREDNESS PLAN. Our school feels it is essential to be prepared for a potential disaster. The plan that we have implemented involves the children and the staff. The children are involved when they practice their fire drills and their "duck and cover" earthquake drills. The staff is involved by knowing the physical characteristics of the facility. They have been informed as to how and where to turn off utilities. They know the safest places in the classrooms, and have been CPR and First Aid trained. We have classroom earthquake drills each year, as well as monthly fire drills.

10. CENTER VISITS. Parent acknowledges that, while California law affords Parent the right to visit School without advance notice, such visits may disrupt School/Child's schedule when they occur at a time other than the scheduled Drop-off or Pick-up time. The Grove Preschool wants to monitor adults/visitors on school grounds for proper safety. The parent therefore agrees to notify the office when they arrive at school for a visit. The Parent will be asked to sign in/out as they come/go and to wear a visitor badge for safety purposes while on school grounds

11. TERM. This agreement shall be in effect until the child is withdrawn from the school's program by parent or unless terminated sooner in accordance with the provisions of this agreement.

12. ENTIRE AGREEMENT. This agreement, together with the admission forms and school's parent handbook, contains the entire agreement and understanding between the parents and The Grove Preschool.

THE GROVE COMMUNITY CHURCH PRESCHOOL

Signed: Cathy Harmon, Director, The Grove Preschool

SCHOOL STATE LICENSE NO. 334819449

The Grove Preschool admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational and admissions policies, scholarship programs, and other school-administered programs.