

**KING'S PRESCHOOL
PARENT HANDBOOK
2023-2024**



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THE MISSIONS OF KING'S SCHOOLS

The mission of King's Schools is to provide a distinctively Christian education, in cooperation with the parents and the church, with God's Word being central to an education emphasizing academic excellence, strong discipleship, physical and spiritual training of the whole child as they are prepared to have a transforming influence on their communities and society.

STATEMENT OF PURPOSE

- To honor God by providing quality care and facilitating growth in the lives of young children in a loving and safe environment where they can develop spiritually as they grow emotionally, physically, cognitively, and socially.
- To provide a Christian service to the families and children of the community.
- To support the values of the Christian home.
- To foster learning and allow the child to develop socially in an age-appropriate environment including :
 - Beginning language skills
 - Letter recognition and introduction to phonics
 - Number recognition and introduction to basic math concepts
 - Strong emphasis on children's literature
 - Bible stories and verses
 - Music
 - Open-ended art activities
 - Science, through hands-on introduction to God's world
 - Social interaction
 - Large and small-muscle motor skill development
 - Field trips and special event days
- To provide facilities where all are welcome regardless of race, color, sex, national or ethnic origin.

STATEMENT OF SERVICE

Hours of Operation: Kings Preschool is open Monday-Friday 7:30-5:30pm.

Ages Served:

Infant Center: 6 weeks to 36 months; Teacher to child ratio: 1:4

Preschool: Children 2 - 5 years - must be at least 2 years old by August 31st

Holidays Observed: Regular School Holidays will be observed including Thanksgiving Vacation, Christmas Vacation and Easter Vacation. Teacher in-service days: one day per month we will close at noon for Teacher In-Service. See Calendar of Holidays and Partial Days for specific dates of closure.

Admission to King's Preschool:

We do not discriminate on the basis of race, color, or ethnic origin. However, King's Preschool does not guarantee enrollment to everyone who applies. Also, we reserve the right to prioritize

- Faculty & Staff Children
- Sibling of current King's School families
- Local Pastor's children

Schedules: All schedules are for 5 days per week.

We offer a full day (7:30-5:30) or school day (7:30-3:00).

Tuition Payments and Fees:

- Application/Holding Fee: \$50
- Registration Fee of \$300 is paid upon enrollment and annually per child.
- Tuition is paid monthly through FACTS tuition management. Monthly tuition must be paid in full regardless of absences or holidays. All holidays are factored in annually and tuition is spread evenly through all months.
- All families must be registered with FACTS to make tuition payments. Late payments to FACTS accrue late fees of \$35.
- School Day scheduled pick up time is 3pm. If you are later than 3:15, your child will be considered an afternoon drop-in and your account will be charged the current aftercare fee.
- Full Day schedule must be picked up by 5:30pm. **Late fee is \$2 per minute per child, and will be charged to parents FACTS account.**

Withdrawals: You are required to give one month's notice before withdrawing your child from King's Preschool for any given reason. If a child is withdrawn before the required month's notice, you will be responsible for all monies owed to King's Preschool through that month.

OUR GOVERNANCE

The King's Preschool Director manages day-to-day operations. The Director is accountable to the Headmaster who ultimately responsible for all issues related to the Preschool through 8th grade program. A Board of Directors approves all policies and procedures related to the preschool, and will review any concerns regarding issues that have not been resolved at the administrative level provided they have been discussed with the appropriate parties. The Headmaster also assists the Director in management decisions and fiscal affairs.

OUR GOALS

- To provide a service to the families of our community
- To support and reinforce the values found in a Christian home
- To foster individual and group learning
- To create a safe, wholesome, happy environment, conducive to good health, a place where children can assemble, play and learn, while being guided toward a personal relationship with Jesus Christ
- To welcome children of every race, color and ethnic origin
- To present diversified programs where children learn through Bible study, reading, science and nature observation, rhythm and music, creative arts and crafts, sharing experiences, games, and outdoor play.

OUR CURRICULUM

At the time when a child is just beginning his or her lifelong educational journey, our teacher-compiled curriculum emphasizes the joy of learning in these fundamental areas:

- Intellectual: By exploring and using hands-on activities that build confidence and curiosity.
- Physical: By offering exercises that develop large-and small-muscle coordination, and develop gross and fine motor skills.
- Social: By encouraging participation in group activities and cooperation with others, this, in turn, prompts feelings of security and belonging.
- Spiritual: By weaving God's Word into the daily program through Bible stories, Scripture memorization and praise songs.

OUR PHILOSOPHY

- We believe that the Holy Bible is God's inerrant Word.
- We believe God loves your children.
- We believe that parents are the primary educators of their children academically, physically, emotionally, socially, and spiritually.

- We believe that the preschool should cooperate with the parent to provide a Christian education for their child.

EVERYTHING (PRACTICALLY)

YOU WANT TO KNOW

ABSENCES

If your child's absence is known in advance, please inform the teacher. If your child is ill or absent due to other unforeseen situations, please call the preschool. There is no tuition credit or make-up day for absences.

ACCIDENT OR INJURY OF A CHILD

If a child has minor scrape or bump, a staff member will wash the injury and apply ice and bandage, if necessary. The parent will be informed of the injury or accident **on Brightwheel**. An Accident Report will be completed and signed by the teacher on duty and by the parent. The original Accident Report will be retained on file with the school and a copy will be given to the parent if requested.

Any child sustaining a more serious injury or receiving a head injury (even slight), will be closely monitored and the parent called. The parent may determine, with the teacher's input and advice, whether or not to pick up the child. If parents cannot be reached, and it is determined that immediate medical attention is needed, 911 will be called. If emergency personnel determine the child must be transported to a medical facility, and the parents have still not been located, the director, assistant director, or designated personnel will go with the child, taking his or her full file containing the medical release form. Throughout this procedure, a staff member will be assigned the task of locating the parents through the use of all available phone numbers: home, work, cell, emergency contact person, etc.

Please notify the Office immediately of any change in your phone numbers, emergency contact person, or physician.

ADMISSIONS POLICIES

King's Preschool does not discriminate on the basis of race, color or ethnic origin. However, the preschool does not guarantee enrollment to everyone. Also, we reserve the right to prioritize applicants contingent upon any of the following criteria:

- Faculty & staff children
- Siblings of current K-8 families
- Local Pastor's children
- Children from single parent homes
- Families with multiple children
- Birth date
- Space availability
- Date that completed application is received

BACK PACKS

Due to the lack of storage space in our classrooms, please do not bring backpacks to leave at school. Each class has storage areas for your child's belongings. Please check with the teacher as to where items should be stored. Kindergarten is the exception because of homework and books.

BELONGINGS

Be sure your child's first and last name is clearly and permanently marked on outer clothing (coats, sweaters, etc.) and other items of importance so they can be easily identified. Please clearly mark all belongings left at school, such as sheets, blankets, and extra clothing. (See **LOST & FOUND**.)

BIRTHDAYS

On your child's birthday they will receive a birthday crown and a Preschool rendition of the Happy Birthday Song. You are welcome to bring **mini muffins and/or fresh fruit ONLY** for them to share with the entire class for morning snack. Please let the teacher know in advance.

BOTTLES

Our infant room (Yellow) is the only room we allow bottles. The bottles are to be prepared by the parent before bringing them into the school. They must be labeled with child's name and the date.

BRIGHTWHEEL

This online service is used for signing in and out and daily communication with your child's teachers. There is an app that can be downloaded to your phone. Upon enrollment you will receive an invitation and instructions to download. **Teachers turn off notifications after hours.**

CHILD ABUSE

To protect your precious children, it is the responsibility of all preschool staff to report *suspected* abuse or neglect. If a teacher suspects mistreatment, he/she will notify the director immediately who in turn, will call Social Services. It is not our responsibility, however, to investigate or prove child abuse or neglect.

If you as a parent suspect child abuse and/or neglect on the part of King's Preschool, please report it to:

CDSS, CCL Division, Centralized Complaint & Information Bureau
3744 P Street
Sacramento, CA 95814
1-844-538-8766 (1-844-LET-US-NO)

CHILD ARRIVAL

An authorized adult must escort children to the classroom and sign them in each day using Brightwheel. Children must never be dropped off in an empty classroom or playground area. Please acknowledge your child's arrival with the teacher on duty. It is best to establish a drop off routine with your child that is quick and consistent. Please limit your drop off time to **no more than 5 minutes**. (See **Separation Anxiety**)

All children must arrive no later than 9am. Any students arriving after 9:00am must be dropped off in the Preschool Office. In the event that no staff member is in the Preschool office, you must go the King's Schools Main Office so they can page a preschool staff member to receive your child. Please notify teachers of absence and/or appointments.

Purple Room/PK students must arrive no later than 8:15am. Any students arriving after 8:20am must be dropped off in the Preschool Office.

Classroom interruptions are not permitted during instruction time 9:00am to 2:30pm. Visitors must check in with a staff member in the Preschool Office. Drop offs during nap time are not allowed.

CHILD DISMISSAL

We will not dismiss a child to any adult, other than the parent or guardian, without written consent from you. If a child is to be picked up by any other adult, please inform the Office and the child's teacher. In an emergency, we may release a child to an adult with verbal permission from the parent or guardian. In all cases, identification will be required if the teacher does not know the person to whom the child is being released. A child will NEVER be released to an intoxicated individual. Anyone picking up a child must have the proper car seat with them to transport the child safely.

No pick-up during naptime, unless teacher is notified. Always communicate via Brightwheel with your child's teacher regarding changes in your child's normal schedule.

CLOTHING

Clothing should be functional and appropriate for preschool activities such as sitting on the floor, painting, and playing outside. Please do not send your child to school in clothes that children cannot be active in. Girls are required to wear shorts under their skirts or dresses. All shoes, including sandals, must have a strap or enclosed heel. No flip flops!

COMMUNICABLE DISEASES

Parents are required to report to the preschool any communicable diseases that may affect other children here. This includes, but is not limited to: chicken pox, hand foot mouth syndrome, hepatitis, COVID 19 etc. The preschool, in turn, is responsible for reporting the same to Riverside County Health Department.

CURRICULUM

King's Preschool curriculum will be developmentally appropriate. We will provide a spiritual and academic foundation for your child(ren). They will learn basic skills that will engage them and promote their development socially, emotionally, physically, and academically.

DAILY CLOSING OF THE PRESCHOOL

The director or designated staff will make sure all children have been picked up before closing the preschool at day's end. (See **LATE PICK UP**)

DIAPERING

Children in diapers will be checked a minimum of every two hours and changed as needed. Please provide disposable diapers and wipes for your child.

DISCIPLINE POLICY

We believe the word *discipline* is synonymous with *training*, not *punishment*. Out of love and concern for our children, we are intent on guiding each child toward behavior that builds both community and self-esteem. Our basis, as always, is the Bible. "He who heeds discipline shows the way, but whoever ignores correction leads others astray." Proverbs 10:17

Our method of discipline has three components: reinforcing positive behavior, giving children freedom of choice when appropriate, and allowing them to experience natural consequences.

When a child needs to be disciplined, an adult will talk with him or her about the misbehavior and will be redirected. Corporal punishment is never used. Our teachers will be fair, consistent and nurturing, and will state our expectations clearly. If a teacher has specific concerns about your child's behavior, he or she will talk with you directly about it, and together we will determine the best action to take. (See **HARMFUL BEHAVIOR.**)

It is our goal to help children develop problem-solving skills and allow them to settle their own differences as often as possible. We do, however, monitor this process of social interaction and its resolution.

Our school is excited to implement **Positive Behavioral Interventions and Supports (PBIS)** in our early childhood program. PBIS is a proactive approach to establishing and promoting positive behavior in our students. Through this framework, we are working directly with Riverside County Office of Education (RCOE), we aim to create a safe and supportive environment where all children can thrive. Our school is committed to supporting you in any way we can. If you have questions regarding this program, don't hesitate to reach out to us.

DONATIONS

Donating items that we use on a regular basis is a great way to help your school! Every little bit helps and will be used with joy! Please check with the Director if you have large items or used items you would like to donate. We also receive a small donation from any purchases you make from Amazon Smile that have been directed to King's Schools.

EMERGENCY CARE

In case of illness or accident, the preschool will provide any emergency care for your child that the staff deem necessary, including, but not limited to, treatment by public or private facilities or personnel. Please know a conscientious effort will be made to locate you (or the emergency

contacts designated on your child's application) before any action is taken. You will be responsible for any charges or fees incurred by the preschool for such care.

EMERGENCY EVACUATION

All children will be escorted to a nearby exit. You may pick up your child during any emergency. All teachers will remain on the premises until an authorized person has picked up every child.

EMERGENCY PREPAREDNESS

Earthquake kits are bought by the school for each child and they have a shelf life of five years. The kit will be on site at all times for your child. We will also have extra items to be used in the event of any disaster. We practice fire-drills, earthquake drills and lock-downs regularly. King's School has a disaster evacuation plan to two different locations on campus and two different locations off campus. The staff reviews these procedures monthly and all preschool staff is CPR and First Aid certified.

ENROLLMENT PROCESS

The admissions and enrollment process is to be completed online at www.kingsschools.com. Enrollment is not complete until submitted online and all required physical forms are filed with the school. **We reserve the right to hold back a child and/or reassess their placement at any time.**

EXPRESSING YOUR CONCERNS

If you have a concern regarding a classroom situation or your child's progress, it is best to first discuss with your child's teacher. You can share it at a scheduled conference or set a special meeting. Please refrain from discussing it elsewhere. Should further help be needed, please schedule an appointment with the director. If you have an administrative or general concern, please contact the Office.

FACTS TUITION MANAGEMENT

Each family must enroll online with FACTS Tuition Management to make monthly tuition payments. This step is a part of the enrollment packet that you will complete via Renweb.

FEES

The following is a list fees:

- Application Fee
- An enrollment fee at time of enrollment
- FACTS Management Fee
- A re-Enrollment fee to be paid annually
- Any fee that administration deems necessary

FIRE

In the event of a fire drill or an actual fire, the children will follow the evacuation routes posted in the classroom, as outlined by the Fire Department. All exit doors and classroom doors will be closed.

FUND RAISING

We have fundraisers each school year to help fund the preschool. Your participation is essential to our operating costs. If everyone contributes a little, all the children will benefit!

- Spring Fundraiser (Trike-a-Thon & Silent Auction)

HARMFUL BEHAVIOR

When a child intentionally harms another child or adult by biting, scratching, kicking, hitting, pinching, etc, he/she will be immediately removed from the situation. The parents of both children will be informed (without names being revealed to one another), and an Accident/Incident report completed. The teacher will explain to the harming child that this behavior is not permitted at King's Preschool. After harming a second time, the parent may be called to pick up their child, and, if deemed necessary, he/she will be suspended from preschool for 24 hours. Upon harming a third time, the teachers and director will meet with the parents and discuss a plan of action for eliminating the harmful behavior. Disenrollment may be the result in extreme cases.

HEALTH CHECK

Each day of attendance your child will receive a mandatory health check by their teacher or other staff member if your child's teacher is not here. Parent/guardian must remain with the child until the child has been deemed healthy and accepted for attendance for the day. Please remember to check your child's health before coming to school to avoid being sent home.

After the child has been determined to be without obvious signs of illness and has been accepted, the parent/guardian may sign the child in on Brightwheel.

HOLIDAY PARTIES

The teachers plan holiday parties for special occasions such as Thanksgiving, Christmas, Valentine's Day and Easter. There is usually a sign-up list for items needed for the party. We always love your participation! We remain neutral and do not participate in Halloween celebrations.

ILLNESS & MEDICATION GUIDELINES

Children who are well enough to attend school are well enough to participate in all activities. If your child becomes ill *at* the preschool, you will be called. If you are unreachable, we will pursue the emergency contacts listed on your application. Whoever we reach will be asked to pick up the child within 30 minutes.

Observance of the illness and medication policies will maintain a healthy preschool for everyone. These standards are necessary to protect the ill child, all children at preschool, and the King's Preschool staff. Please arrange for substitute childcare for your child in advance to avoid last minute worries when illness inevitably occurs. Any child that is considered contagious must be excluded from school and must be symptom free for a full 24 hours before returning to school. If a child is sent home due to illness, they must stay home the following day.

The symptoms that we look for include: unidentified rashes, fever (100.4°F), vomiting, lethargy, diarrhea, loss of appetite, lice, severe coughing, any cough accompanied by fever or chills, or that brings up green or yellow mucous or a wet sounding bronchial, croupy cough, and any symptoms associated with communicable or contagious disease. This includes, but is not limited to, symptoms of pink eye, chicken pox, impetigo, hand/foot/mouth disease, etc .

Please abide by the following guidelines to maintain a healthy environment at our preschool:

1. Pick up your child promptly if called by the school. He or she may be isolated in the preschool office until picked up.
2. Please be informed that if you are unable to pick up your child within the 30-minute time limit, we will contact other authorized people on your Emergency Identification form to pick up your child.
3. The teaching staff is not authorized to diagnose or recommend treatment. The child's physician may be called to answer questions related to medication administration, symptoms, or exclusions.
4. If your child gets a fever, begins vomiting or has diarrhea, you will be required to pick up within 30 minutes. The child must remain at home the following day and be free of all symptoms for a full 24 hours after their last episode before returning to school. The child must be able to participate comfortably in all usual activities, including outdoor time.
5. All medications brought to school must be in the original container with prescription label attached. The dosage requested must agree with the prescribed dosage. A "Medication Report" form must be filled out and signed by the parent.
6. We will not accept any EXPIRED medications.
7. ALL over the counter medicines must be in the original container and will only be given as directed on container. Parent must fill out a "Medication Report."
8. We reserve the right to decline to dispense over-the-counter medications such as Tylenol every 4 hours. If your child requires medication every 4 hours, they need to be at home.
9. Medications must never be placed in a baby's bottle.
10. Medications must not be left in the child's cubby, lunch box, etc.
11. If your child is on an antibiotic, he/she may attend school if feeling well and it has been 24 hours since the first dose.
12. All asthma medications must be cleared through the Preschool Director. There is additional paperwork required from the parent and the child's doctor.
13. A child with lice must be kept home until treated and all nits are removed.
14. You must report any contagious health problems or illnesses to the director, so we may inform other parents of the possibility of contagious illness.

IMMUNIZATIONS

Your child must be up to date on all immunizations to be admitted to preschool. Please bring in an updated copy of the immunization record whenever new shots have been given.

INCIDENTAL MEDICAL SERVICES

Over the Counter Topical Ointments or Sunscreens

King's Preschool agrees to administer over the counter topical ointments or sunscreen under the following guidelines:

- Parent or guardian permission is received in writing.
- Medication forms are properly filled out.
- Medications are not expired.
- Medication is applied in accordance with the package directions for use.
- All medications will be kept in their original container and labeled with the child's first and last name.
- All medications will be kept in a clean area that is inaccessible to children.

- All expired medications will be returned to parent for disposal or will be disposed of at the center.
- All applications of medications or diaper creams will be documented on a child-specific medication or diaper log.
- Any noticeable side effects will be documented and parents will receive written notification.
- King's Preschool will not supply diaper creams, or topical ointments.

Prescription or Over the Counter Medications

King's Preschool agrees to administer prescription or over the counter medications under the following guidelines:

- The child is not contagious and is able to participate in the preschool program for the day.
- Parent or guardian permission is granted on appropriate medication permission form.
- Medication is not expired.
- Medication is kept in its original container and is labeled with child's first and last name.
- Medication will be given in accordance with doctor's prescription or in accordance with package directions, if over the counter.
- Medications will be kept in the Preschool office or the individual classroom and will be inaccessible to children.
- All medication requiring refrigeration will be kept in a medication box and be inaccessible to children.
- All expired medications will be returned to parent for disposal or will be disposed of at the center.
- All medication administered to a child during program hours will be documented on a child specific medication log.
- Any noticeable side effects will be documented and parents will be notified.
- Parent will be notified immediately in the case of severe side effects. If needed, emergency medical services will be contacted.
- If child is prescribed a new medication or taking a new over the counter medicine for the first time, please be sure their first dosage is taken at home to confirm they don't have a reaction to it.

INCIDENTAL MEDICAL SERVICES, CONTINUED

Inhaled Medications

King's Preschool agrees to administer inhaled medications (medication prescribed for a child to control lung-related illness, including, but not limited to, local held nebulizers) within the following guidelines:

- Receipt of LIC 9166 Nebulizer Care Consent Form from parent or legal guardian.
- Receipt of specific written instructions from the child's physician. Form will be provided by King's Preschool and all required information must be completed.
- Written Instructions will contain all of the following information:
 - Specific indications for administering the medication pursuant to the physician's prescription.
 - Potential side effects and expected response.
 - Dose-form and amount to be administered pursuant to the physician's prescription

- Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
- Instructions for proper storage of the medication.
- Telephone number and address of the child's physician.
- Physician's specific instructions must be updated annually.
- All administrations of medication will be documented on "Inhaled Medication Treatment Report" form. A copy of which will be kept in child's file.
- Copy of documentation will be given to parent.
- Any noticeable side effects will be documented and reported to parent. In the case of severe side effects, parent will be notified immediately and emergency medical care may be called.
- All inhaled medications and apparatus will be kept in the Preschool Office or child's classroom and will be inaccessible to children.
- Inhaled medications must be current.
- All expired medications will be returned to parent.
- All staff will receive training in the administration of inhaled medications as a required component of CPR & First aid training. Training will be done by a certified CPR & First Aid Trainer.
- Training will include, but not be limited to:
 - Training in the general use of nebulizer equipment and inhalers
 - How to clean the equipment,
 - Proper storage of inhaled medication
 - How a child should respond to inhaled medication
 - What to do in case of an emergency
 - How to identify side effects of the medication
 - When to notify parent/legal guardian or physician
 Staff will also receive child specific instruction from parent/guardian.

INCIDENTAL MEDICAL SERVICES, CONTINUED

EpiPen or EpiPen Jr. Auto-Injector

King's Preschool agrees to administer the EpiPen or EpiPen Jr. Auto-Injector as prescribed by a physician in emergencies only under the following guidelines:

- Will only be used in the event of an allergic emergency as prescribed by the child's physician.
- Parent or guardian permission is granted on appropriate medication permission form.
- Medication will be replaced before expiration date.
- Medication is kept in its original container and is labeled with child's first and last name.
- EpiPen will be kept ready for use at all times.
- Medication will be protected from exposure to light and heat.
- Auto Injector will be replaced if solution is discolored or contains a precipitate. Contents of EpiPen will be periodically examined via see-through window on pen.
- Call 911 and the parent or guardian immediately after administration of EpiPen/Jr.
- Call Licensing office to report use of EpiPen and submit LIC 624.
- All administrations of medication will be documented on an "EpiPen Treatment Report" form.
- Complete documentation of episode will be retained in child's file.
- Copy of documentation will be given to parent or guardian.

- All sharps will be disposed of in a sharps container and brought to local medical center for final disposal.

Blood Glucose Monitoring for Diabetic Children

King's Preschool agrees to perform **blood glucose monitoring testing** for diabetic children in accordance with the physician's (or designee's) written instructions.

The physician's written instructions must include the following:

1. Instructions on the proper use of the monitoring instrument.
2. Proper handling of lancets, test strips, cotton balls or any other items used while conducting the test. (Must be in accordance with manufacturer's instructions.)
3. Instructions for determining if the test results are in the normal range or therapeutic range for the child and any restrictions on activities or diet that may be necessary.
4. How to identify symptoms of hypoglycemia or hyperglycemia, and actions to take when these symptoms are present.
5. Telephone numbers of physician and parent or authorized representative.

Parent or Authorized Representative must:

1. Entrust their child's care with the staff performing the test.
2. Provide written permission for staff to administer test to the child.

Blood Glucose Monitoring for Diabetic Children, continued

Child care center will:

1. Post a list of universal precautions in a prominent place in the area where the test is performed.

Child care staff performing the blood glucose monitoring test will:

1. Record the test results and provide the results to the child's parent or authorized representative on a daily basis.
2. Comply with universal precautions.

Insulin Administration

King's Preschool agrees to administer **insulin by injection or pump** for diabetic children **only in accordance with the prescribed medical orders of a licensed physician.** **All of the following safety procedures must be met:**

1. Receipt of Parent or Authorized Representative Written Permission

- a. Express written consent for designated facility staff to carry out physician's medical orders for a specified child

2. Receipt of copy of Physician's written medical orders prescribed by the child's physician. The medical orders will include:

- a. Description of the incidental medical service needed, including identification of any equipment and supplies needed.
- b. A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.

- c. Description from the child's licensed physician of the training required of the facility staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
- d. If the medical orders include the administration of medication by a designated layperson, the physician's orders shall include the following:
 - i. Name of the medication
 - ii. The proper dosage of medication
 - iii. The time schedules by which the medication is to be administered
 - iv. A description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

3. The Licensee will be responsible to ensure the following:

- a. The facility has obtained from the parent/authorized representative of the child the medication, equipment, and supplies necessary to carry out the medical orders of the child's physician.
- b. The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
- c. At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
- d. The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.
- e. The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene **immediately** after removal and disposal of gloves, and disposal of used instruments in approved containers.

4. Facility Record Keeping and Notification. On occurrence of medical orders being carried out for a child in our care, the following procedures will be followed:

- a. A written record will be maintained of when the medical orders have been performed, including any medication that have been administered (LIC622A). The parent/authorized representative will be notified when the medical orders have been carried out
- b. The Licensing Department will be notified as required. (LIC624)
- c. LIC622 Centrally Stored Medication and Destruction Record shall be maintained.
- d. Copy of parent/authorized representative written authorization to be maintained in child's file.
- e. Copy of written medical orders of physician to be maintained in child's file.
- f. Copy of written verification of designated staff having completed the training required by the physician's medical orders to be maintained in personnel file.

INTEGRATED PEST MANAGEMENT

Information regarding the schools use of pesticides is posted below for the current year. Parents may sign up during enrollment to receive 72 hour prior notice of any pesticide use.



Healthy Schools Act Expected Pesticide Use

King's Preschool has implemented an Integrated Pest Management Plan that focuses on long-term prevention/suppression of pests through accurate identification, frequent monitoring, appropriate action levels, and making the habitat less conducive to pests through natural means. We will limit the use of pesticides as much as possible.

If pesticides are needed, they will be used in a manner that minimizes risks to people, property and the environment, and only after other options have been shown ineffective.

Most of the pesticides are administered outside the gates of the preschool and in areas not utilized by the children. We have included in this list pesticides used anywhere on the property of King's Schools.

Pesticides that may be used on the campus of King's Schools are as follows (active ingredients in parenthesis):

1. Sedgehammer Nutgrass Herbicide (Halosulfaron-methyl)
2. Natria Snail Bait (Iron Phosphate, organic)
3. Ultra Kill Wasp & Hornet Killer (Prallethrin, Lambda Cyhalothrin)
4. Spectracide Termite Treatment (Prallethrin, Lambda Cyhalothrin)

The last two pesticides will only be used in emergency situations. We use organic, natural means of pest control whenever possible.

Vector Control comes out by appointment twice annually (during Christmas break and mid-summer) to treat grassy areas for fire ants as necessary using Advion Fire Ant Bait (Indoxacarb).

Warning signs will be posted at least 24 hours prior to and 72 hours after any pesticide application. In cases of an emergency situation, warning signs will be posted immediately and remain posted for at least 72 hours.

Please go to www.cdpr.ca.gov for further information on pesticides.

King's IPM Plan is available to view on our website www.kingsschools.com. Copies are available to view in the Preschool Office.

LATE PICK UP

School day students must be picked up by 3:00. An aftercare fee will be charged to your FACTS account if they are picked up past 3:15.

Full day students must be picked up and you must leave the school by 5:30. Late fees will accrue at the rate of \$2.00 per minute after closing and will be charged to your FACTS account.

On In-Service Days students must be picked up by 12:00 to avoid late fees.

We know that extenuating circumstances happen that can impact your ability to pick your child(ren) up by the designated closing time of 5:30. Thank you for respecting and supporting our late fee policies...even for circumstances making you late that are beyond your control. Be assured, and grateful, that your child's teacher will be there to care for your child(ren) until you arrive.

LOCATION OF CHILDREN

The teacher is responsible for maintaining a current list of the children in his or her classroom at any given time. The Office maintains a current list of all students and a schedule of all classes, enabling us to locate any child in the preschool at any time during the program.

LOST AND FOUND

There will be a lost and found located on the Preschool playground. You can also check in the Preschool Office if you have lost an item. Any items left for more than a month will be donated to a local thrift store.

LUNCH GUIDELINES

- Clearly label your child's lunchbox. Also label any containers you send in the lunchbox. We provide disposable forks and spoons.
- **Please send an insulated reusable bottle filled with water ONLY, clearly labeled with name.**
- Lunches cannot be kept inside of the refrigerator so remember to include an ice pack if items need to remain cold.
- Please pack foods that the children can pick up and eat by themselves.
- We will warm food as needed (30 seconds), but all items, such as ramen noodles or frozen meals, must be cooked and require only reheating. These items can be cooked the night before and refrigerated for taking to school the next day.
- Please do not send any foods in a can. Canned foods should be placed in a plastic container before being placed in lunchbox.
- Please send healthy lunch foods. This includes protein, fruit, veggie and bread or crackers. **Do not send cookies, fruit snacks, candy or desserts, they will be sent home in lunch box.**
- Bibs are only used in the Infant Center. Starting in the Red Room the children eat "bib-free." At first your child may need extra clothing as they learn to eat without a bib. You can lessen the messiness by sending foods that are solid and not gushy.

Lunch Ideas

Proteins: sliced or diced cheese, turkey, chicken, beans (burrito), string cheese, etc.

Starch: whole grain bread (cut with cookie cutters for fun sandwich shapes), buns, tortillas (roll up an ingredient or two in a tortilla), bagels, crackers, pizza, pasta

Veggies: baby carrots, grape tomatoes, broccoli trees, frozen peas, celery

Fruit: diced or sliced apples, peaches or nectarines, grapes, berries, orange sections, etc.

NAP/REST TIME

If your child attends our full day or school day program, he/she will be required to rest their bodies. Please provide your child with a blanket and toddler size sheet used for this time only. Please keep in mind we do not always have extras. If you should forget your child's bedding, please bring in bedding **by 11:00 a.m.** If your child needs to use our extra sheets and/or blankets, you may use them for the **day for the fee of \$5.00 and it will be charged to your FACTS account.** **Drop offs are not allowed during nap time, no exceptions.**

PARKING

Parents must park in regular parking spaces, walk their children into the building, and sign them in each day. Cars must *never* be left unattended, even momentarily, in a handicap space or along the red curbs that encircle our building. This is *strictly prohibited* by the fire department. Many children enter and exit our building during the week. Please use extreme caution and proceed slowly in the parking lots to protect our children. When you are walking in from the parking lot, please use the designated walking paths and cross walks.

In our parking lot there are reserved parking spaces that are designated for families that have purchased them through auction at our K-8 Annual Bowl-a-Rama. Please do not park in these places at any time, as they are reserved for the entire school year.

PHOTOGRAPHS / VIDEOS

Photographs and/or videos may be taken of all children throughout the year in all programs for use within the classroom, on special projects, albums, slide shows, video presentations, etc. Professional class and individual pictures will be taken in the fall and spring. Please see the school's calendar for exact dates.

RE-ENROLLMENT

You must re-enroll your child each year. Re-enrollment begins March 1 of each year and is completed online. The re-enrollment fee is required to complete and submit you child's enrollment for the following year and to secure a spot for next year.

Evaluations begin the last week of April for Red Room and Blue Room children to determine if they are ready to move up to the next classroom. This will give the teachers and parents a better insight of their child's development. We reserve the right to hold back a child and/or reassess their placement at any time.

REFUNDS

All application and enrollment fees are non-fundable. Tuition is non-refundable.

RULES FOR CHILDREN

We are committed to disciplining our kids in love. This means being Christ-like models, and loving our kids enough to train them in godly ways while expecting appropriate behavior. We have outlined these general rules in an effort to provide consistency:

1. Respect and listen to all adult instruction.
2. Respect fellow students.
3. Be good stewards of everything God has given us.
4. Use appropriate language and voice level.
5. No fighting or physical rough stuff.

Teachers have the latitude to establish additional rules for their classrooms or activities within these general parameters.

SEPARATION ANXIETY

It is very common for children *and* parents to experience separation anxiety at this age. We want to support and encourage a positive experience for you and your child while attending King's Preschool. Therefore, we ask that you spend **no more than 5 minutes** with your child at drop off time; unless specified by the child's teacher or the director. Help your child understand that this is part of the routine, and that you will be back for them. Before you leave, please tell them that you love them, and you want them to have fun at school today. If your child is crying, a teacher on duty will comfort them, and help them transition to school. Please keep in mind, we want your child to have a positive experience, and we will do our best to alleviate their anxiety.

SIGN IN PROCEDURES

You must sign your child in and out each day using Brightwheel. Each person who brings or picks up your child will be given a sign in/out code. You can also use the app with your phone to sign in/out.

SNACKS

Your child will be provided an AM snack daily. Parents must provide an afternoon snack for their child **which will be offered until 3:15pm**. Water will always be available to your child. A weekly snack menu is located on the refrigerator in each classroom. Please make teachers aware of any food allergies your child may have. If there is a certain item your child will not be able to eat, please provide him/her with an alternative.

STAFFING

The director reserves the right to change teachers and/or classrooms throughout the year, if deemed necessary. We will maintain appropriate ratios at all times in each classroom.

STATE LICENSING

An agent from the California Community Care Licensing Agency has the right at any time to interview your child without your knowledge or consent.

SUMMER PROGRAM

Our summer program will be available in July & August. Your child will not lose their spot in the preschool if they do not attend in the summer. You must sign up for a spot in the summer during re-enrollment month. There will be a sign up list in the classroom.

SUN PROTECTION

Sun protection is vital for the prevention of skin cancer, especially here in our desert. The risk is highest for individuals with lightly or moderately pigmented skin. We strongly urge all families to practice sun-safe behavior in and out of the school environment.

We strongly encourage the use of hats and other sun-protective clothing and sunglasses when the children are outdoors. **Label items with child's full name. We are not responsible for lost items.**

We strongly encourage the application of sunscreen and/or sun-protective lip balm daily before coming to school. You may also send sunscreen to school to be re-applied later in the day as needed as long as your child has a signed sunscreen release form on file with the school. Sunscreen must be clearly labeled with your child's name and be left with the teacher and not in the child's cubby.

We will always provide shaded areas of play for the children and strongly encourage them to stay in shaded areas during the most concentrated times of sun exposure. Time spent in the sun during mid-day will be in shortened intervals

SUPERVISION

No child will be left alone without adult supervision at any time.

TEACHER QUALIFICATIONS

All preschool teachers at King's meet the Early Childhood college course work requirements put forth by Community Care Licensing and beyond. Teachers also attend conferences and in-service trainings to continue and expand their education. All teachers have had fingerprint clearance through the Department of Justice via Live Scan Fingerprinting.

TELEVISION AND VIDEO VIEWING

Video and television will be used sparingly and only to enhance learning. All selections will be rated "G." Children will not be watching TV as a regular activity. During the summer months of July and August we may have a "Movie Day" once a week.

TERMINATION POLICY

Enrollment shall terminate upon the following occurrences:

- Non-compliance with rules and regulations issued by the school.
- Failure to pay tuition and fees.
- Parent/guardian voluntarily elects to end enrollment. One month's notice must be given to the school. If notice is not given, tuition must be paid whether child is in attendance or not.
- In the event that the school determines that the needs of the child are not being met, services may be discontinued with reasonable notice to the parent or legal guardian.

TOILET TRAINING is a prerequisite for admission to the Blue Room. By that time your child should be comfortable with the skills of using the toilet, wiping themselves and hand washing. The teachers will continue to guide your child verbally with minimal hands-on help. **Blue Room and Purple Room staff DO NOT wipe children.**

Red Room and Blue Room teachers will go over details in potty training contract.

When do we start? Successful toilet training depends heavily on your child's developmental readiness. Forcing toilet training before a child is ready creates stress and anxiety for both child and trainer. It also increases the length of the toilet training process. You, as the parent, have to be ready for this process also 😊

Potty training begins at home. Once success at home is evident, we can follow suit at school. It is vital for both parents and teachers to openly communicate with each other and be united in this effort. Consistency at home and school is one of the main keys to success!

Signs that your child is ready:

- Able to sit down and play quietly for about 5 minutes
- Can dress and undress self with little or no help
- Able to understand and follow simple direction
- Takes pride in accomplishments
- Stays dry at least two hours at a time during the day or is dry after naps
- Bowel movements become regular and predictable
- Facial expressions, postures, or words reveal that your child is about to urinate or have a bowel movement
- Uncomfortable with soiled diapers and wants to be changed
- Verbalizes the need to go to the bathroom
- Willingness to sit on the toilet
- Free of new or stressful situations such as weaning, birth of a sibling, moving, change in childcare or a change in family dynamics

When you have determined that you and your child are ready to forge ahead, you should have some success at home before training begins at school. Our recommendations are as follows:

- During diaper changes have your child take off their own pants and diaper and sit on the toilet. After a short period of time, place a clean diaper on your child. Soon your child will do this by his or herself.
- Once this is mastered, take your child to purchase underwear. Use this time to excite your child about using the toilet. You can go straight from diapers to underwear, no need for pull-ups. Pull-ups have the same absorbency as diapers and do not allow the child to feel uncomfortable when wet or soiled.
- Set aside a weekend when you will be at home and keep your child in underwear the entire weekend. (Home is a safe and comfortable environment for them.) Frequently visit the toilet throughout the day and praise your child whenever they use the toilet. You may also use stickers and/or stamps. When an accident occurs, DO NOT shame or discipline your child, but have them help in cleaning themselves.
- When you and your child have had a successful weekend with few or no accidents and he/she exhibits willingness to sit on the toilet, training can be moved from the home to the classroom. Please inform your child's teacher about your potty routine (what words do you use; does boy sit or stand?)

- Dress your child in clothing that is easy for them to pull down and up again. **NO rompers, overalls or onesies.**
- **For Green Room and Red Rooms only, please provide pull ups WITH VELCRO.**
- Bring 4-6 pairs of underwear and pants and extra socks each day.
- Please inform the teachers if you want them to send home soiled (bm) underwear or throw them away.
- Try to relax and enjoy the journey! If you are stressed, your child will be too! There will be extra clothes to wash and prepare each day, but it should be short-lived as your child becomes more adept at using the toilet.
- Relish your child's accomplishment. Let them know how proud you are of them. Lots and lots of praise will make a tremendous impact on your child!

TOYS

Please do not allow your child to bring toys from home to school unless requested by the teacher. Children may be asked to bring something related to a study unit and/or for sharing time. They should never bring valuable or fragile objects, mouth toys, or toy weapons.

TRANSPORTATION

Transportation of King's Preschool children for any field trip or off campus activity may be done only in a school bus or approved vehicle in accordance with California Law. A permission slip must be filled out for child to attend any field trip.

TUITION

Tuition is based on a 10-month school year (Sept-June). The days school is in session (not including holidays) are divided by 10 to establish a monthly tuition amount. There will be a separate cost for tuition if your child will be attending the summer program, which extends from July-August.

All tuition and fees are paid online through FACTS tuition management. Parents must enroll with FACTS as a part of the online enrollment process. FACTS charges an annual fee to all account holders.

VISITORS

Classroom visitors are not allowed at any time due to licensing regulations. This includes siblings of preschool students.

WITHDRAWAL

If you choose to withdraw your child from King's Preschool for any reason, you must give advance notice of 30 days.

The following schedules are samples and may change occasionally to accommodate the classroom dynamics and the need of the children. We reserve the right to make any changes to the schedules at the Administrations discretion.

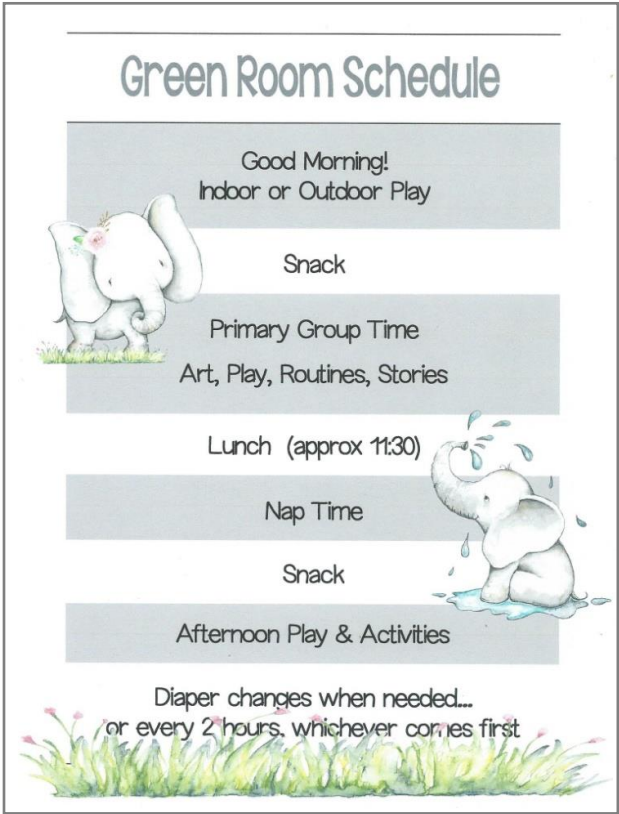
Young babies



Infant Schedule

Good Morning!
Morning Snack
Morning Nap
Indoor Play / Buggy Ride
Lunch (approx. 11:30)
Afternoon Nap
Afternoon Snack
Playtime / Buggy Ride
Have a great night!
Diaper Changes every 2 hours and whenever your child has a wet or soiled diaper.

Young toddlers



Green Room Schedule

Good Morning! Indoor or Outdoor Play
Snack
Primary Group Time Art, Play, Routines, Stories
Lunch (approx 11:30)
Nap Time
Snack
Afternoon Play & Activities
Diaper changes when needed... or every 2 hours, whichever comes first

2-3 years



Red Room Schedule

7:30 - 9:00	Indoor/Outdoor play
9:00 - 10:00	Primary Group Time Snack/Circle Time/Outdoor Activity
10:00 - 10:30	Class Centers & Potty Art/Science or Sensory/Manipulatives
10:30 - 11:00	Bible time
11:00 - 11:30	Outside play
11:30 - 12:00	Lunch time
12:00 - 12:30	Potty & get ready for nap
12:30 - 2:30	Nap time
2:30 - 3:00	Wake up, snack & potty
3:30 - 5:00	Afternoon activity - Outdoor play
5:00 - 5:30	Activities in Blue Room

3-4 years

Pre-K

Blue Room Schedule

3 to 4 Years



7:30	Outdoor Playtime
8:30	Circle Time & Snack
9:30	Class Activities & Centers
10:30	Outdoor Play
11:00	Bible & Music
11:30	Lunch Time
12:30	Nap Time
3:00	Afternoon Snack & Activities
4:00	Outdoor Play
5:00	Classroom Centers

Purple Room Schedule



7:30	Indoor Activities
8:15	Circle Time / Morning Snack
8:45	Outside Play
9:30	Phonics
10:00	Math - Art - Science Activities - Bible
11:00	Outside Play
11:30	Lunch
12:00	Half Day Dismissal
12:30	Rest Time
2:30	Wake up / Afternoon Snack
3:00	School Day Dismissal Indoor Activities & Centers
4:00	Outdoor Play

KING'S PRESCHOOL

Acknowledgement and Admission Agreement – PARENT COPY

I/We have been given and understand the current Tuition Schedule including payment plan and the Statement of Services. The sign in/out process has been explained to me/us in addition to the hours the school is open and the holidays the school is closed.

I/We understand the program activities offered by the school in addition to the services available.

I/We understand that to be enrolled in the Preschool our child must be at least 2 years old prior to September 1st of the school year.

I/We have been informed of the school's discipline policy as well as information regarding personal belongings.

I/We agree to inform the school at once of any changes to the information contained on the forms completed prior to admission, such as health conditions of my/our child, address changes, immunization updates, etc.

I/We understand that I/we have the right to visit and observe the school any time my/our child is in care.

Inspection Authority by Community Care Licensing: Section 101195 (b) (c):
The Department or licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent.

The Department or licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physician examine the client.

Complaint Procedure: Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Call or write:
CDSS, CCL Division, Centralized Complaint and Information Bureau
744 P Street
Sacramento, CA 95814
1-844-LET-US-NO (1-844-538-8766)

I/We acknowledge that King's Preschool (the Operator) is an independent contractor child care provider contracted to furnish child care services and the Operator is responsible for the day-to-day operation and services.

A child's eligibility for initial and continued enrollment is conditional upon the following:

My/Our compliance with all applicable rules and regulations issued by the Operator, including timely arrival and pick-up and the signing of records of attendance as required. The Operator has the right to terminate/dismiss a family if rules and regulations are not complied with. Payment when due of all tuition fees and any applicable late fees assessed.

This agreement shall terminate upon the following occurrences:

I/we, as parents, voluntarily elect to end enrollment. I/We may do so upon one month's written notice to the Operator. If notice is not give, I/we understand that I/we will have to pay for that month regardless if my/our child is in the facility or not.

Failure to pay tuition and fees.

In the event King's Preschool determines that the needs of a child or children are not being met, service may be discontinued to that child with reasonable notice to the parent or legal guardian.

*As an enrolled family, my family's address and phone number will be released in a center directory. This directory may not be used for solicitation by any parent or other person. It is for the sole use of preschool parents only.

I/We understand and agree to the terms and conditions of this document and those referenced herein.

Both Parents must sign where applicable.

Signature Date _____

Signature Date _____

KING'S INFANT CENTER

Acknowledgement and Admission Agreement – PARENT COPY

I/We have been given and understand the current Tuition Schedule including payment plan and the Statement of Services. The sign in/out process has been explained to me/us in addition to the hours the school is open and the holidays the school is closed.

I/We understand the program activities offered by the school in addition to the services available.

I/We understand that the Infant Center serves children from 6 weeks up to 3 years of age. The teacher to child ratio is 1:4. Children may remain in the infant center up to the age of 3 if deemed necessary for the child's development. Parental permission in writing will be received prior to child being transferred to Preschool before the age of 3.

I/We have been informed of the school's discipline policy as well as information regarding personal belongings.

I/We agree to inform the school at once of any changes to the information contained on the forms completed prior to admission, such as health conditions of my/our child, address changes, immunization updates, etc.

I/We understand that I/we have the right to visit and observe the school any time my/our child is in care.

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- a. My/Our compliance with all applicable rules and regulations issued by the Operator, including timely arrival and pick-up and the signing of records of attendance as required. The Operator has the right to terminate/dismiss a family if rules and regulations are not complied with.
- b. Payment when due of all tuition fees and any applicable late fees assessed.

This agreement shall terminate upon the following occurrences:

- a. I/we, as parents, voluntarily elect to end enrollment. I/We may do so upon one month's written notice to the Operator. If notice is not give, I/we understand that I/we will have to pay for that month regardless if my/our child is in the facility or not.
- b. Failure to pay tuition and fees.
- c. In the event King's Preschool determines that the needs of a child or children are not being met, service may be discontinued to that child with reasonable notice to the parent or legal guardian.

*As an enrolled family, my family's address and phone number will be released in a center directory. This directory may not be used for solicitation by any parent or other person. It is for the sole use of preschool parents only.

I/We understand and agree to the terms and conditions of this document and those referenced herein.

Both Parents must sign where applicable.

Signature Date

Signature Date

TUITION CONTRACT – PARENT COPY

I understand that my child's tuition will be automatically withdrawn through FACTS Tuition Management on the scheduled due date each month. I understand that if the funds are not available in my account on the day of the withdrawal I will be charged a **\$35.00 late fee**.

I understand that if my tuition account becomes 60 days delinquent, King's Preschool may dismiss my child/children for non-payment and every effort will be taken to collect the monies owed to King's Preschool at the time of dismissal.

I understand that if I choose to withdraw my child/children for **any** reason, I am required to give a **30 day notice**. If I do not do so, I am obligated to pay tuition for the 30 days that would have been the notice period.

I understand that if my child is dismissed from Preschool, I am obligated to pay the balance on my tuition account in full.

I understand that this contract covers the 10 month school year from September through June. Tuition pays for my child's spot in the preschool regardless of attendance. King's Preschool cannot provide make-up days for days missed for any reason or pro-rate monthly tuition to accommodate vacations. Withdrawal of my child and return in the same school year will risk my child's spot and incur a \$150 re-entry fee.

I understand that if we must be gone for an extended period of time I have the option to pay 50% of the month's tuition to hold my child's spot for that month, unless King's Preschool has children waiting for a spot to enter the program. If so, full tuition must be paid to hold my child's spot.

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

CDSS, CCL Division, Centralized Complaint and Information Bureau

ADDRESS

744 P Street

CITY

Sacramento, CA

ZIP CODE

95814

AREA CODE/TELEPHONE NUMBER

1-844-LET-US-NO

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)

King's Preschool

(PRINT THE ADDRESS OF THE FACILITY)

67-675 Bolero Road, Palm Springs, CA 92264

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(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: CDSS, CCL Div, Centralized Complaint & Information Bureau

Licensing Office Address: 3744 P Street, Sacramento, CA 95814

Licensing Office Telephone #: 1-844 LET-US-NO (1-844-538-8766)

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

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.

King's Preschool
Name of Child Care Center

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

LIC 995 (9/08)

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://cclcd.ca.gov/contact.htm>

PARENT HANDBOOK ACKNOWLEDGMENT

The logo for King's Preschool features the text "King's Preschool" in a black, cursive-style font. The text is centered over a vibrant, multi-colored watercolor splash that includes shades of pink, orange, yellow, green, and blue.

King's Preschool

Parent Handbook Acknowledgement

I have read and understand all the information contained in the King's Preschool Parent Handbook. I accept the responsibility to adhere to all policies, rules, and regulations set forth in this handbook and told to me by King's Preschool.

Child's Name: _____

Parent Signature

Date